

WAYNE STATE UNIVERSITY

COLLEGE OF EDUCATION

Division of Academic Services

469 College of Education

5425 Gullen Mall

Detroit, Michigan 48202

(313) 577-1601

(313) 577- 4944 FAX

COEUndergrad@wayne.edu

APPLICATION FOR ADMISSION TO LEVEL 2 AND POST-BACHELOR EDUCATION PROGRAMS

Application Deadline Dates

Fall Semester - **June 1**

Winter Semester - **October 1**

Spring/Summer Semester - **February 1**

Please do not submit your application until all materials are included and completed (See the checklist inside the application). You will be contacted to attend a **mandatory** orientation, after your file has been reviewed and you are deemed eligible for admission.

The Effective Urban Educator: Reflective, Innovative, and Committed to Diversity

WAYNE STATE UNIVERSITY

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Application Checklist

Please verify that all information requested is included in your application packet by initialing the item.

- Completion of a minimum of 53 semester hours of coursework
 - **Elementary students** need completion of MAT 1110 & 1120 or appropriate prerequisite math course in progress; TED 2250 & TED 2251 (If being admitted as of October 1, 2010)
 - **Secondary students** need a minimum of 12 semester hours in their teaching major; TED 2250 & TED 2251 (If being admitted as of October 1, 2010)
 - **Special Education students** must have completed PSY 1010, PSY 2400, SED 5030, One of the following: BIO 1030/1050/1500/1510/SCE 5010 is required; TED 2250 & TED 2251 (If being admitted as of October 1, 2010)
 - **Art Education students** must successfully complete at least 24 credit hours of Art Foundation courses and a portfolio review; include the completed review form
 - **Physical Education majors** must complete BIO 2870 Anatomy & Physiology (w lab)
 - **Health Majors** must complete TED 2250 and TED 2251
 - **Exercise Science majors only, do not** have to take Basic Skills, provide group work with children, a TB test result, or Criminal History Result; However, BIO 2870 Anatomy & Physiology (w lab) must be completed
 - **Combined Degree students** must provide a signed plan of work from degree granting college
 - **World Language Majors/Minors** must contact an advisor upon completion of World Language requirements to be granted permission to take the Oral Proficiency Exam (OPI).
 - **Bilingual/Bicultural Education (BBE) Minors** must complete the Oral Proficiency Exam (OPI) and Writing Proficiency Test (WPT) prior to admission. Applications must include a signed BBE plan of work
 - **English as a Second Language (ESL) Minors** must include a signed ESL plan of work

- Transcripts
 - If you have transferred to Wayne State University from another institution, you must include a copy of your transfer credit evaluation or an unofficial copy of your transcripts.
 - You must also include a student copy of your Wayne State University transcripts.

- Submit a copy of an “advisor initialed” curriculum guide

- Completion of Intermediate Composition course with a “C” or better, if taken or transferred after Fall 2008 or later
(This requirement does not apply to Post-Bachelor Students)

- A minimum of 2.50 cumulative grade point average at Wayne State University, or previous institution.

- The Mathematics Competency requirement must have been completed through: WSU Mathematics Placement Exam Or, an equivalent transfer course, or the appropriate WSU course.
(This requirement does not apply to Post-Bachelor Students)

- Michigan Test for Teacher Certification **Basic Skills Test #96** (all three parts must be passed) score must be reported to Wayne State University directly from the testing agency.

- Verification of successful group work experience with children & Evaluation of group work (**forms provided**). If applicable, provide TED 2251 Field Experience Completion Form from instructor.

- Personal Statement (**form provided**).

- Current Negative TB test results within the past three years (**provide verification**).

- Print out of Criminal History Check (**directions provided**)

- Post-Bachelors Certification Program applicants:** Submit a copy of College of Education transcript evaluation form.

You will be contacted to attend a **mandatory** orientation, after your file has been reviewed and approved.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

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APPLYING FOR: 20_____

- FALL
- WINTER
- SPRING/SUMMER

APPLICATION FOR ADMISSION TO LEVEL 2 AND POST-BACHELOR EDUCATION PROGRAMS

Name _____
Last (Family Name) First Middle/Maiden

Mailing Address _____
Number Street City State Zip Code

Telephone _____ Date of Birth _____
Daytime Home Month Day Year

Access ID _____

WSU ID NUMBER:

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Test Requirements:

1. **Basic Skills Test** Date passed: _____
(A copy of scores must be submitted w/app and reported to WSU from testing agency)

2. **TB Test** Date Taken: _____
(date of the negative result/provide copy)

3. **Math Competency:** Date Exam Passed: _____ Or **Transferred Course:** _____
(provide letter) (course number)

Or **WSU Math Competency equivalent Course** _____
(course number)

(This information is voluntary; it is requested to fulfill reporting obligations of the University and will remain confidential.)

Please identify your racial/ethnic background (check one box only).

- | | | |
|---|--|---|
| <input type="checkbox"/> American Indian, Eskimo or Aleut | <input type="checkbox"/> Asian or Pacific Islander | <input type="checkbox"/> Black (non-Hispanic) |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Multiracial | <input type="checkbox"/> White (non-Hispanic) |

Please identify your gender:

- Male Female

Public Act 68 of 1993 Sec. 1230:

This act requires public and non public schools to conduct a criminal history check of new teachers, school administrators, school psychologists and other personnel required to hold State Board of Education approvals. Students interested in becoming certified teachers must supply a statewide criminal history check prior to admission to the College of Education and again prior to applying for certification.

- Have you ever been convicted of a Felony? Yes No
- Have you ever been convicted of any other offense? Yes No
- Have you ever had a professional license or certification denied, suspended (for cause) or revoked? Yes No

PLEASE REFER TO THE ATTACHED CRIMINAL HISTORY CHECK NOTICE AND ICHAT INSTRUCTIONS
(This information will be kept confidential)

Higher Education Record: Please list all schools, colleges, universities, and specialized institutions attended after high school graduation. Attach additional sheet if necessary.

Name & Location of Institution (If Wayne State, indicate college or school of enrollment.)	Dates of Attendance From Month/Year To Month/Year		Major	Degree Awarded or Expected

Date first enrolled at Wayne State University: Term _____ Year _____

Are you presently enrolled for classes at Wayne State University? Yes No

List courses in which you are currently registered: _____

Degree or Certification Desired (*Please check only one*):

Bachelor's Degree granted by the College of Education
(Please see program list below)

Post Bachelor Certification (No Degree)
(Please see program list below)

Note: Certificate only: Credit can never be applied toward a Master's Degree.

Combined Degree: Bachelor's Degree granted by the College of Liberal Arts & Sciences or by the College of Fine, Performing, and Communication Arts. Certification through the College of Education. (Secondary Education ONLY)
Major must be declared prior to admission. Write in your declared major (do not mark any of the choices in the section below).

MAJOR: _____ MINOR: _____

Elementary Education (*select one box & provide Major & Minor*):

K-5 All Subjects/K-8 All Subjects in a Self-Contained Classroom
6-8 in Major & Minor

Elementary Education (Main Campus)

Macomb University Center (MUC) Program

Note: Math & Science Majors only

MAJOR: _____ MINOR: _____

Special Education:

K-5 All Subjects/K-8 All Subjects in a Self-Contained Classroom
K-12 Cognitive Impaired

Cognitive Impaired

K-12 Certification Programs:

Visual Arts Education (Art Education) (Portfolio review required, please contact Dr. Brown at 313-777-0902 for more information.)

Dance Education (Combined Program Only)

Music-Instrumental (Combined Program Only: Audition Required)

Music-Vocal Combined Program Only: Audition Required)

Kinesiology (Physical Education Majors)

SPECIFY MINOR: _____

Secondary Education (*select a major and specify a minor*):

6-12 in Major & Minor

Majors:

Career & Technical Education (CTE)

Business, Marketing, Management & Technology (BMMT)
If Comprehensive BMMT major, minor not required.

Marketing & Distribution

Health Occupations

Trade & Industry

Health Occupations/Trade & Industry:
An additional Academic MAJOR is required.

English

World Language (specify): _____

Health

Integrated Science (Group Major)

Science - Single Subject (Select One)

Biology **Chemistry** **Geology** **Physics**

Mathematics

Social Studies (Group Major)

Social Studies - Single Subject (Select One)

Economics **History** **Pol. Sci.**

Speech

Minor: _____

Please list minor subject

Degree Only Program (No Teaching Certification):

Kinesiology: Exercise & Sports Science

Your Signature is required below - I certify that the information given in this application is complete and accurate, and I understand that the College of Education reserves the right to deny admission or revoke any admission granted if the information provided herein proves untruthful. I also understand that the submission of fraudulent academic records by a student for admission, transfer of credit, or any other purpose shall be cause for the student's dismissal from the College of Education. If admitted I agree to comply with the regulations of the College of Education.

Signature _____

Date _____

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PROFESSIONAL PERSONAL STATEMENT

As part of your application, a statement concerning your reasons for entering the field of education is required. Career goals and objectives, volunteer or work experience related to your desired area of interest should be included.

This statement should also reflect grammar, spelling and language structure appropriate for a college student. Please type/word process your statement in the space provided below, or attach a separate sheet.

Please remember to complete the **Verification of Group Work with Children/Youth Form**.

WAYNE STATE UNIVERSITY

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VERIFICATION OF GROUP WORK WITH CHILDREN/YOUTH

Last Name

First Name

Middle Name

Student Number

Street Address

City

State

Zip Code

Telephone

Public Act 335 of 1993 Sec. 1531b. requires that all applicants to teacher certification programs present evidence of successful group work with children prior to admission.

Please describe your experience(s) with children. Include the following for each of the listed experience: name of organization, dates of involvement, ages of children/youth, the nature of experience, and your responsibilities. Experiences may include but are not limited to: group tutoring, substitute teaching, teaching assistant, camp counselor, youth leader, playground director, team coach, scout leader or assistant, religious teacher, music instructor. This form must accompany your application for admission to the certification program. **(Please complete this form yourself.)**

Signature _____

Date _____

Please remember to submit the **Evaluation of Group Work with Children/Youth Form**.
This form must be completed by at least one supervisor verifying your experiences with children/youth.

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EVALUATION OF GROUP WORK WITH CHILDREN/YOUTH (40 hours)

Reference for: _____
Student's Name _____ Student ID Number _____

The above individual has applied for admission to the College of Education. Please rate this person's potential as a future teacher based on the work he/she carried out with children/youth. Please use the following scale:

Low					High
1	2	3	4	5	

Please explain your reason(s) for this rating. Please include a brief description of the work completed by the student.

Signature _____ **Date** _____

Name: _____ Title: _____

Organization: _____

Address: _____

_____ City

_____ State

_____ Zip Code

Please return directly to student or to:

Division of Academic Services
Undergraduate Admission
469 College of Education
5425 Gullen Mall
Detroit, Michigan 48202
(313) 577-1601
(313) 577- 4944 FAX

CRIMINAL HISTORY CHECK

PUBLIC ACT 68 of 1993 Sec. 1230

This act requires public and non public schools to conduct a criminal history check of new teachers, school administrators, school psychologists and other personnel required to hold State Board of Education approvals. Students interested in becoming certified teachers must supply a statewide criminal history check prior to admission to the College of Education and again prior to applying for certification.

If you have criminal background issues, please provide a narrative describing the incident(s) from your perspective for review by a committee in the College of Education. If you do not provide this information at the time of application, your admission/certification will be delayed.

- Have you ever been convicted of a felony?
- Have you ever been convicted of any other offense?
- Have you ever had a professional license or certification denied, suspended (for cause) or revoked?

A criminal history check, by name, without fingerprints may be accessed for a fee at <http://apps.michigan.gov/ICHAT/> (see the reverse side for directions).

Any person seeking admission to a teacher certification program who has been convicted of any offense must provide certified copies of all documents related to his/her conviction, including a "Judgment of Sentence". This document may be obtained from the court where the matter was adjudicated. After review by the College of Education Committee, the applicant will be notified in writing of the Committee's decision.

Note: The State Board of Education may refuse to grant a teaching certificate to an applicant convicted, as an adult, of an act of immoral conduct contributing to the delinquency of a child, or a felony conviction.

INTERNET CRIMINAL HISTORY ACCESS TOOL (ICHAT)

Procedure to search criminal history records, by name, without fingerprints:

The search by name is only for criminal convictions that may be on file. Most employment checks are by name only, unless fingerprints are required for licensing or by state law.

1. Go to <http://apps.michigan.gov/ICHAT/>. Select **“Register”** from the list of links near the top. You will be required to register by entering a login ID, which must be a valid e-mail address. In addition, you will need to enter a password of your choice along with your name and address. All fields marked with an asterisk (*) are mandatory. The password must be between 6 and 12 characters long, contain both letters and numbers, and is case sensitive.
2. An e-mail message will be sent to the e-mail address entered as your login ID. This message will contain your account activation code and a link to activate your account (you may wish to print this message for your records). If you use the link, the activation of your account is automatic. If you return to the ICHAT website and login, you will need to enter the activation code when prompted.
3. Select **“Background Search”** from the links on the left. Enter your information: Last Name, First Name, Middle Initial, Race, Sex, Month of Birth, Day of Birth, Year of Birth, and Social Security Number (optional) or Michigan Driver License Number (optional).
4. Once all information has been entered, select the **“Submit”** button.
5. Your order information will appear in a box on the right. Select the **“Checkout”** button.
6. Your order appears again and this time you need to check the box next to your name and then select the **“Checkout”** button.
7. Confirm your billing address and if correct, then select **“Next.”**
8. Enter your credit card information (American Express, Discover, Master Card, or Visa) and then select the **“Order Now”** button.
9. Confirmation will appear that your order has been received and your credit card has been approved. Select the **“View 7 Day Summary”** button (near the bottom of the screen).
10. Your search information will appear again and select the **“View Results”** button on the right.
11. A warning pop-up prompt appears. Read the prompt and select **“okay.”**
12. Select the **“Printer Friendly Results”** link found under your name.
13. Select the **“Print”** button and print your report.

**For further assistance, please e-mail
cjcapphelp@michigan.gov or call (517) 322-1956.**

PROCEDURES FOR CORRECTING AN ICHAT RECORD

1. Records that do not belong to the individual whose name has been searched.

If the individual believes that the record does not belong to him or her, the individual should go to the nearest State Police Post and request to be printed on a state applicant fingerprint card for employment/volunteer/licensing purposes. There is no charge for such fingerprinting if it is done at a Michigan State Police post.

The card should be mailed to the Criminal Justice Information Center with a copy of the ICHAT record and a letter requesting the Criminal Justice Information Center to verify that the enclosed criminal record does not belong to him or her (attach the ICHAT Criminal History Report). There is no fee. The address is:

Michigan State Police – CJIC
Attn: Record Challenge
PO Box 30634
Lansing, MI 48913

(517) 322-6766
Officer Johanna Richardson
State that you call is regarding a “record challenge for a false positive report from ICHAT.”

2. Inaccurate Records

Sometimes records inadvertently contain errors. For example, the nature or date of the conviction might be wrong, or the record might contain a conviction that should have been removed from the record.

In such cases, the individual should obtain certified copies of the court judgment or other documents which show that the information contained on the criminal record is incorrect. If the proof is satisfactory, the Michigan State Police will modify the record accordingly.

TESTING DEADLINES

ELIGIBILITY FOR FALL APPLICANTS

(Application Deadline: June 1)

- Basic Skills Exam:** You must take and PASS the exam by the April test date. Scores must be reported to WSU from the MTTC testing agency.
- Math Competency:** You must meet Math Competency no later than June 1 to be eligible for the Fall Semester. (NOT REQUIRED for Post-Bachelor applicants)
- Tuberculosis Test:** Please provide verification of a negative TB test (provided by your doctor or health department) with your application. TB results must be within the past three years
- Transcripts:** All OFFICIAL transcripts should be sent to the Office of Undergraduate Admission for formal posting to your record. You must also include a copy of your Wayne State University transcript and copies of transcripts from any other institutions you have attended with your Level 2 application (Unofficial transcripts are acceptable with/application).
- Please do not submit your application until all materials are included and completed (See the checklist inside the application). You will be contacted to attend a **mandatory** orientation, after your file has been reviewed and you are deemed eligible for admission

ELIGIBILITY FOR WINTER APPLICANTS

(Application Deadline: October 1)

- Basic Skills Exam:** You must take and pass the exam by the July test date. Scores must be reported to WSU from the MTTC testing agency.
- Math Competency:** You must meet Math Competency no later than October 1 to be eligible for the Winter Semester (NOT REQUIRED for Post-Bachelor applicants)
- Tuberculosis Test:** Please provide verification of a negative TB test (provided by your doctor or health department) with your application. TB results must be within the past three years
- Transcripts:** All OFFICIAL transcripts should be sent to the Office of Undergraduate Admission for formal posting to your record. You must also include a copy of your Wayne State University transcript and copies of transcripts from any other institutions you have attended with your Level 2 application (Unofficial transcripts are acceptable with/application).
- Please do not submit your application until all materials are included and completed (See the checklist inside the application). You will be contacted to attend a **mandatory** orientation, after your file has been reviewed and you are deemed eligible for admission

ELIGIBILITY FOR SPRING/SUMMER APPLICANTS

(Application Deadline: February 1)

- Basic Skills Exam:** You must take and pass the exam by the January test date. Scores must be reported to WSU from the MTTC testing agency.
- Math Competency:** You must meet Math Competency no later than February 1 to be eligible for the Spring/Summer Semester. (NOT REQUIRED for Post-Bachelor applicants)
- Transcripts:** All OFFICIAL transcripts should be sent to the Office of Undergraduate Admission for formal posting to your record. You must also include a copy of your Wayne State University transcript and copies of transcripts from any other institutions you have attended with your Level 2 application (Unofficial transcripts are acceptable with/application).
- Tuberculosis Test:** Please provide verification of a negative TB test (provided by your doctor or health department) with your application. TB results must be within the past three years
- Please do not submit your application until all materials are included and completed (See the checklist inside the application). You will be contacted to attend a **mandatory** orientation, after your file has been reviewed and you are deemed eligible for admission