

Application Form



Admission to the Initial Teacher Preparation Program

This application form is only for students who are currently earning their first bachelor degree and teacher certification simultaneously. This application form is not appropriate for post-baccalaureate, or graduate students. If you already have a bachelor's degree and want to become a teacher, please contact the Office of Academic Services (206 Porter, 734.487.3415).

This form should be filled out online and printed. Or, you may print the form and type your responses. Do not provide handwritten responses. Once you have completed this application, please make a photocopy or save the file for your personal records.

Please return this completed and signed application form to:

*COE Office of Academic Services
206 Porter Building
Eastern Michigan University
Ypsilanti, MI 48197*

Our program theme: Caring, Professional Educators for a Diverse and Democratic Society (CPED²S)

Admission to the Initial Teacher Preparation Program at EMU

Students must apply for admission to the Initial Teacher Preparation Program. Admission is required in order to complete most of the professional education courses. Students should apply when they have 56 credit hours completed. Transfer students must be admitted to the university prior to becoming admitted to the Initial Teacher Preparation Program.

Admission Criteria

1. Completion of 56 credit hours.
2. Appropriate cumulative GPA. One of:
 - a. An overall EMU GPA of 2.5 or higher. At least 12 of the 56 credit hours taken at EMU with an EMU GPA of 2.5 or higher in your major (each of your majors if declaring a double major). You must complete at least one course in your major(s) in order to be eligible.
 - b. Transferred 56 credits with a cumulative 3.0 GPA from all previous institutions.
3. A grade of “C” or higher (if taken) in the following courses:
 - a. Secondary: ENGL 121, CTAC 124, quantitative reasoning, one lab science, all professional education courses, and PSY 101 if special education major.
 - b. Elementary: ENGL 121, CTAC 124, MATH 108, MATH 110E, PHY 100. CHEM 101, ESSC 202, all of the professional education courses, all courses that state “for elementary teachers,” and PSY 101 if special education major.
4. Proof of passing scores on all three sections of the Michigan Test for Teacher Certification (MTTC) Basic Skills test.
5. Personal statement (1-2 pages) about your experiences with youth/children and why you are going into teaching. This statement will be read for content, grammar, and punctuation.
6. Completion of a Disposition Self Evaluation Form.
7. Freedom from civil/criminal convictions, academic probation, or administrative probation. If you answer yes to any of the civil/criminal conviction questions on the application, you will need to provide:
 - 1) A copy of the Judgment of Sentence, or Registrar of Actions, or Certification of Conviction
 - 2) A written explanation of the offense(s). Applications of students with civil/criminal convictions will be carefully reviewed and may take longer to process.
8. Meet academic, social, moral, and financial obligations as a member of the EMU community.

** NOTE: If you were you enrolled in a teacher certification program at another university or college and reached the student teaching phase, please provide a letter from an administrator at that institution indicating you left the institution in good standing and eligible for student teaching at that institution.

Procedure

Submit your application as soon as you meet the above criteria. All admission materials should be submitted to the Office of Academic Services (206 Porter, 734.487.1416). The office is open Monday through Friday, from 8 am until 5 pm.

If you answer “yes” to any of the criminal/civil conviction questions, please provide a Certificate of Conviction, or Registrar of Actions, or Judgment of Sentence, and a written explanation of the circumstances with your application. Any student with enumerated offenses will be reviewed by an admission committee. It takes longer to admit students if an admission committee is required.

Majors and Minors

Students seeking initial teacher certification on the secondary level need to select a teachable major and teachable minor, unless otherwise noted. Students seeking initial teacher certification on the elementary level need to select the Liberal Arts Major for Elementary Education Major and either a second major or two minors. If you have questions about appropriate majors and minors, please consult your advisor. Please keep the following in mind:

- Your major and minor are unofficial until you are admitted to the program.
- Music education, visual arts education, secondary integrated science, business management marketing & technology, and physical science comprehensive majors do not require a teaching minor.
- Some majors or minors require other specific majors or minors in order to complete the program. Be sure to consult the catalog and group advising materials.
- To to change your teaching major or teaching minor after admission to the Initial Teacher Preparation Program, complete a [Change of Information Request Form](#) and turn in to 206 Porter. If approved, changes will be made to your College of Education records and your EMU records. Only those requests that are made through this procedure, and approved by the Office of Academic Services, will be honored.
- Special education majors may not choose the following secondary minors: geography, history, economics, political science, or sociology.
- World language majors can be completed with an endorsement to teach the world language K-12 or 6-12. Please specify on your application.
- Music education majors should specify whether they are vocal or instrumental.

Student Teaching Information

A separate application for student teaching is available at:

http://www.emich.edu/coe/oas/docs/forms/student_teaching_application.pdf.

The following are the due dates for the student teaching applications:

- By the previous **JANUARY 15** for FALL semester student teaching
- By the previous **JUNE 15** for WINTER semester student teaching

Each semester of student teaching (i.e. early childhood, special education, etc.) requires a separate application. Students must be admitted to the Initial Teacher Preparation Program at EMU *well before* student teaching. The completed student teaching application should be filled out online or typed. Handwritten applications will not be accepted. Submit completed applications to 206 Porter during regular business hours (8 am until 5 pm, weekdays). All appropriate clock hours of pre-student teaching field experiences must be done before beginning student teaching. There are other rules that apply to your pre-student teaching field experiences. Please consult your advising materials for details.



This application form should be typed on the computer prior to printing. The information cannot be saved.

Application for Admission to the Initial Teacher Preparation Program

Today's date: _____ Your my.emich e-mail: _____@emich.edu
(mm/dd/yy)

Name: _____ EMU Student #: E _____
Last First

Mailing Address (All Initial Teacher Preparation Program correspondence will be sent to this address):

Street: _____ Apt: _____

City: _____ State: _____ Zip: _____

Local phone: _(_____)_____

Your academic advisor at EMU: _____

Were you enrolled in a teacher certification program at another university or college?
(If yes, provide letter, as requested on page 2 of this application.)

Total transfer credit hours: _____ Total EMU credit hours: _____

Grand total (transfer + EMU): _____ Current cumulative GPA at EMU: _____

Current major GPA at EMU: _____ (to calculate your major GPA, see page 5)

Current 2nd major GPA at EMU (if appropriate): _____

*For transfers applying with 56 transfer credits: *Cumulative transfer GPA: _____

Basic Skills Test (scores must be sent directly to EMU by the testing company):

Please indicate date passed (month/year): Reading _____ Math _____ Writing _____

Provisional teacher certification sought (check one): Elementary Secondary

K-12 subject areas (check if appropriate):

Visual Arts Education Music Education (Instrumental or Vocal) World Language
Physical Education Special Education Technology & Design Education

Teaching Major(s):

1st:

2nd:

Teaching Minor(s):

1st:

2nd:

3rd:

WORKSHEET FOR CALCULATING MAJOR GPA

A major GPA is the grade point average you have earned in the classes taken at EMU towards your major. A major GPA must be calculated for each major. The following is a link to the online GPA calculator that can be used to calculate your major GPA at EMU: <http://www.emich.edu/aac/GPAcalc.htm>

In order to use the calculator, you will need to provide the number of credit hours each class was worth and the grades you received for them. This calculator can take up to 10 courses at a time. *Only count courses toward your major that were completed at EMU. EDPS 322 does not count as part of your major.*

GRADE	1 credit	2 credits	3 credits	4 credits	5 credits
A	4.0	8	12	16	20
A-	3.7	7.4	11.1	14.8	18.5
B+	3.3	6.6	9.9	13.2	16.5
B	3.0	6	9	12	15
B-	2.7	5.4	8.1	10.8	13.5
C+	2.3	4.6	6.9	9.2	11.5
C	2.0	4	6	8	10
C-	1.7	3.4	5.1	6.8	8.5
D+	1.3	2.6	3.9	5.2	6.5
D	1.0	2.0	3.0	4.0	5.0
D-	0.7	1.4	2.1	2.8	3.5
E	0	0	0	0	0

NOTE: Grades and GPAs do not transfer from other colleges, only courses do. Only type in classes taken at EMU. If a course is repeated, the most recent grade is used to compute your GPA. Courses may only be repeated twice. Students may only have a total of 10 repeats. After ten repeats, the student will be dismissed from the Initial Teacher Preparation Program.

MAJOR Course Prefix & #	Credit Hours	Grade	Quality Points
Total Credit Hours =		Total Quality Points =	
Divide Total Quality Points by Total Credit Hours and enter your GPA =			

2nd MAJOR Course Prefix & #	Credit Hours	Grade	Quality Points
Total Credit Hours =		Total Quality Points =	
Divide Total Quality Points by Total Credit Hours and enter your 2nd GPA =			

CRIMINAL/CIVIL CONVICTION ISSUES

A teacher candidate with any offense must provide either a *Judgment of Sentence, Registrar of Actions*, or a *Certification of Conviction* along with a written explanation to the Office of Academic Services (206 Porter, 734.487.1416). Admission and continuance decisions are based on information about the criminal/civil conviction history of the teacher candidate. EMU also requires candidates with criminal/civil conviction issues to sign a letter of understanding for admission and continuance in the program, which can be filled out in 206 Porter at the time of application. Teacher candidates with criminal/civil conviction issues can be denied admission to the Initial Teacher Preparation Program.

Please be advised that teacher candidates with criminal/civil conviction issues are not guaranteed certification even if they successfully complete a teacher preparation program. The decision to certify a teacher is made by the Michigan Department of Education (MDE). The MDE can decide not to certify candidates with a criminal/civil conviction issue even if the candidate has successfully completed a program.

Teacher candidates with any offense will undergo administrative review with the Michigan Department of Education after they apply for certification. Administrative review takes at least 30 days. A teacher candidate with any offense is not eligible for a 90-day eligibility letter until after the review is complete.

Enumerated Offenses That May Prevent Teacher Certification

1. Any felony conviction.
2. Criminal sexual conduct in the fourth degree or an attempt to commit that crime.
3. Child abuse in the third or fourth degree or an attempt to commit that crime.
4. A misdemeanor involving cruelty, torture, or indecent exposure involving children.
5. A misdemeanor violation of distributing marijuana on school property.
6. A violation of any section from the Michigan Penal Code in the following areas: breaking and entering, presence of minor under 17 in places where liquor is sold, lewd and lascivious behavior, contributing to the neglect or delinquency of a minor, removing items from a vacant dwelling.
7. A misdemeanor violation from the Michigan Penal Code in the following areas: assault and battery, domestic violence, selling or furnishing alcoholic liquor to a person less than 21 years of age.
8. More than one Driving Under the Influence (DUI) or Operating Under the Influence of Liquor (OUIL).
9. A violation of a substantially similar law of another state, of a political subdivision of this state or another state, or of the United States.
10. Multiple misdemeanors.

STATEMENT of CRIMINAL/CIVIL CONVICTIONS

Admission to the Initial Teacher Preparation Program

You must respond to each of the following questions in order to gain admission to EMU's Initial Teacher Preparation Program. Check the appropriate box for each question.

	Yes	No
Have you ever been convicted of, found guilty of, pled guilty to, or pled no contest to any misdemeanor (including DUI) other than a traffic offense?		
Have you ever been convicted of, found guilty of, or pled no contest to any felony?		
Have you ever had any professional certificate, professional license, professional permit, or an application for the same revoked, suspended, limited or denied?		
Do you currently have any criminal charges pending against you?		
Have you ever been, or are you currently, on a child abuse or sexual abuse registry in any state?		
Are you currently being investigated for sexual harassment, sexual abuse, or child abuse?		
Do you have more than one DUI or OUIL conviction?		

In accordance with the State Board of Education Administrative Rules, a certificate may be denied or revoked for fraud, material misrepresentation, counterfeiting a certificate, or concealment in the application for a certificate (see Section R390.1201). **In order for your application to be processed, you must initial the following two paragraphs and provide EMU with basic personal identification information.**

I hereby certify that the information on this form is accurate and complete, and I hereby grant permission for school officials to release information concerning my degree and certificate to potential employers and certification agencies. _____ (initial here)

I understand that the Michigan Department of Education may not grant a teaching certificate to a candidate with criminal/civil conviction issues even when the candidate has successfully completed an accredited teacher preparation program. I also understand that a licensed teacher with criminal/civil conviction issues can have her or his certificate revoked. _____ (initial here)

Printed last name: _____ Printed first name: _____

Signature: _____ Date: _____

Student ID # at EMU: E _____ Check one: ___ Elementary ___ Secondary

Documenting and explaining criminal/civil conviction issues

If you answered **yes** to any of the questions in the table above, please provide the following documents: 1) a copy of the *Judgment of Sentence*, or *Registrar of Actions*, or *Certification of Conviction*, and 2) a written explanation of the offense. **If** recommended for certification, candidates with criminal/civil conviction issues will undergo administrative review by the Michigan Department of Education. Administrative review takes *at least* 30 calendar days from the day the recommendation is received by the MDE.

