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| **College of Education****Application for Admission: Teacher Education Program** **Graduate Secondary & K-12** |

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**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ID number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City/State Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Advisor** | **Candidate’s****1st Teaching Major** | **Candidate’s Teaching Minor,** **Concentration or 2nd Major*****(circle to indicate which one)*** |
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**Admission Requirements (submit to the ETP Office, COE, Rm. 261, with this application)**

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| **Most recent copy of all transcripts (unofficial)** | **Date rcvd** | **Office Only** |
| **Completed fingerprint card, required payment, & self-disclosure form** | **Date rcvd** | **Office Only** |
| **If applicable, supplemental self-disclosure form(s) regarding criminal charges, court dispensations, or other disclosures.** | **Date rcvd** | **Office Only** |

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| **Cumulative GPA** **A minimum cumulative GPA of 2.65**  | Undergraduate |  |
| Graduate |  |
| **Major Licensure Content Core GPA****A minimum cumulative GPA of 2.65 with no grade lower than a “C”.** |  |
| **Minor Licensure Content Core GPA****A minimum cumulative GPA of 2.65 with no grade lower than a “C”.** |  |

**PROVISIONAL ADMISSION**

Candidates may be admitted provisionally for ***one or two semesters***. With provisional admission, enrollment in restricted education classes is allowed. Requirements for provisional admission:

* Although the application may not be complete, enter as much as possible, including all content advising sheets for all licensure majors and minors with coursework and grades to date, and a copy of your approved plan of study. Advisor and department chair signatures are required.
* Field experiences will be allowed only after a federal background check and provisional admittance to the Teacher Education Program.
* Plan with your advisor the course of study that will occur to meet admission requirements. The advisor must approve and initial the course of study in the table below.

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| **First Provisional Semester****­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Semester/year Advisor Initials** | **Second Provisional Semester (*if applicable*)****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Semester/year Advisor Initials** |
| **Pre-admission courses to be completed** | **Restricted Courses to be enrolled in** | **Pre-admission courses to be completed** | **Restricted Courses to be enrolled in** |
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| **Bachelor’s Degree Information** |
| **Major** | **Minor** | **Date of Completion** |
|  |  |  |
| **Please Attach All Major and Minor Advising Worksheets** |

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| **Graduate Program Information** |
| **Master’s Degree** | **OR** | **Teacher Licensure Post Baccalaureate** |
| **Degree & Option** |  | **Option** |  |
| **Plan of Study Approval** | **(date)** | **Plan of Study Approval** | **(date)** |

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| **Native American Coursework Required for Licensure:*****Native American Coursework is a requirement for licensure not for admission to the Teacher Education Program. Coursework should be completed prior to student teaching.*** |
| **Course** | **Term** | **Grade** | **Credits** | **Equivalent Substitutions** | **Advisor Initials** |
| **NASX 105 or 205 or** **EDU 494-801** |  |  |  |  |  |

**Self Disclosure and Informed Consent**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section 20-4-11 of Montana Code Annotated (Montana School Law) gives the Board of Public Education the authority to suspend, revoke or deny licensure of any person who (A) has been convicted of a crime more serious than a traffic violation, (B) makes any statement of material fact in the application for a license which the applicant knows to be false, (C) has been denied, had revoked, suspended, or has surrendered a teacher or specialist license or certification in another state, or (D) is guilty of immoral conduct related to the teaching profession.

A “yes” answer on one or more of the questions that follow will not necessarily eliminate you as a candidate for Montana teacher licensure. This form is designed to serve as an initial screening device to identify candidates from whom further information is needed. Your signature must be notarized.

\_\_\_\_\_Yes \_\_\_\_\_No 1. Have you ever been arrested or convicted of a misdemeanor other than a traffic violation?

\_\_\_\_\_Yes \_\_\_\_\_No 2. Have you ever been arrested, indicted, or convicted of a felony charge?

\_\_\_\_\_Yes \_\_\_\_\_No 3. Have you ever been denied admission to a teacher education program?

\_\_\_\_\_Yes \_\_\_\_\_No 4. Have you ever been removed from a teacher education program?

\_\_\_\_\_Yes \_\_\_\_\_No 5. Have you ever had a teaching certificate denied or revoked in any state?

***If you respond “Yes” to any of the questions above,***

***you must complete one disclosure of information form per incident***

**(available on the ETP department web page at** [**www.msubillings.edu/coe/etp/**](http://www.msubillings.edu/coe/etp/)**).**

***Oath***:

I attest that the responses I have made to the above questions are true statements and I understand that falsification may be considered sufficient cause for my removal from the teacher education program or ultimate denial of my teaching license. I understand that a federal background check is required for admission to the Teacher Education Program at Montana State University Billings. All information I have provided is accurate and I give the College of Education the right to verify that information through a criminal background check (both state and federal). I understand that the results of the background check could lead to denial of admission and/or denial of participation in any field experiences. I give my permission to the College of Education to disclose the results of the criminal background check with other educational institutions, law enforcement agencies, courts, and/or state departments as deemed appropriate by the College.

(*Sign in front of a Notary Public)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Applicant’s Signature

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_, 20\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Notary’s Signature

**SIGNATURES REQUIRED FOR ADMITTANCE TO TEACHER EDUCATION**

I request permission to study to become a teacher. I understand the responsibilities of a teacher-in-training. I authorize the Dean of the College and the Unit Chair of ETP to furnish to the Teacher Education Committee, advisors, and school district personnel any and all of the information from my academic records. This information will be reviewed for admission to the Teacher Education Program and field experience placements. With my signature I agree to the following policies:

1. Grade Point Average and Licensure Requirements
	1. After admission to the Teacher Education Program (TEP), if the cumulative GPA falls below a 2.65 the candidate reverts back to provisional admission status.
	2. No grade lower than a “C” will be allowed in the teaching major, minor, concentration, professional core, or academic foundations content core.
	3. Secondary and K-12 candidates must meet MSU-Billings, College of Education, Secondary Content licensure requirements: 2.65 GPA in the Academic Foundations Content Core, take Content Exams in all Teaching Majors and Minors, and receive a passing score on a field-based assessment during student teaching.
	4. Secondary and K-12 candidates also completing an elementary endorsement must meet MSU-Billings, College of Education, Elementary Content licensure requirements: 2.65 GPA in the Academic Foundations Content Core, take the Praxis II, Exam 0014, and receive a passing score on a field based assessment during elementary student teaching.
2. Field Experiences
	1. Candidates must be fully admitted to TEP in order to enroll in the elementary, secondary, graduate, or K-12 junior field experience and/or student teaching.
3. Candidates are not eligible to student teach until all requirements have been met:
	1. Full admission to TEP at point of application for student teaching.
	2. All incompletes must be finished and a grade submitted.
	3. All GPA requirements must be met the semester prior to student teaching.
	4. All required coursework must be completed by the beginning of the student teaching semester. Candidates may petition the College of Education Appeals Committee the semester prior to student teaching for any exceptions.

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Student’s Signature Date

**Advisor’s Recommendation**

I have read and evaluated this student’s application and recommend this student for admission to the Teacher Education Program at Montana State University – Billings.

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Education Advisor Date

**Unit Chair’s Approval**

I approve this student’s application for admission to the Teacher Education Program at Montana State University-Billings.

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Education Unit Chair Date

**The Office of Educational Theory and Practice will send candidates official notification**

 **of admission to the Teacher Education Program.**