



COLLEGE OF EDUCATION
APPLICATION FOR ADMISSION:

EDUCATOR PREPARATION PROGRAM
UNDERGRADUATE SECONDARY & K-12 OR
SECONDARY & K-12 DOUBLE MAJOR

Name: _____
 ID number: _____ E-Mail: _____
 Address: _____ Phone: _____
 City/State Zip: _____

Advisor	Teaching Major	Teaching Minor or 2 nd Teaching Major (<i>circle one</i>)

Admission Requirements (submit to the ETP Office, COE, Rm. 261, with this application)

Most recent copy of all transcripts (unofficial)	Date rcvd	Office Only
Completed fingerprint card, required payment, Applicants Rights & Consent to Fingerprint, NCPA/VCA Applicants, & notarized Self-Disclosure forms	Date rcvd	Office Only
If applicable, supplemental self-disclosure form(s) regarding criminal charges, court dispensations, or other disclosures.	Date rcvd	Office Only
Completion of a minimum of 45 semester credits Required for admission	Meets 45 Credit Minimum?	Advisor Initials
<u>Included</u> are the most recent copies of <i>unofficial transcripts</i> from ALL universities or colleges attended.	Check Here	Advisor Initials
Overall GPA A minimum cumulative GPA of 2.65		
General Education Content Core GPA A minimum cumulative GPA of 2.65 with no grade lower than a "C".		
Professional Core GPA A minimum cumulative GPA of 2.65 with no grade lower than a "C".		

ADMISSION

Candidates may be admitted provisionally only until grades are posted for the semester they are currently enrolled. 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 coursework and grades to date. Advisor and department chair signatures are required.
- Do not submit an application until all the required coursework either is completed or will be completed in the current semester you submit your application.
- The secondary junior field experience embedded into K-12 and secondary methods courses requires a valid federal background check and admittance to the Educator Preparation 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. Be aware various courses are pre-requisite to other education program coursework.

General Education Core Requirements					
<i>All courses required for admission.</i>	<i>Equivalent Substitutions rubric and # or other documentation</i>	Term	Grade	Credits	Teacher Education Admission Points
ENGLISH					
WRIT 101 – College Writing I				3	
ORAL SKILLS (Information Literacy)					
COMX 111 or 115 - Intro to Public Speaking or Intro to Interpersonal Communication				3	
MATHEMATICS					
Approved Math				3 or 4 or 5	
NATURAL SCIENCES					
Approved Science				3	
Approved Science Lab				1	
HISTORY & DIVERSITY					
HSTA 101 or 102 – American History I or American History II				3	
NASX 105 or 205 - Intro to Native American Studies or Native Americans in Contemporary Society				3	
				Total Credits	Total Points
				Admission GPA	

General Education Core GPA
A minimum cumulative GPA of 2.65 with no grade lower than a "C".

Professional Core Requirements		Term	Grade	Credits	Points
<i>Course Substitutions: Enter course rubric and #</i>					
EDU 105 - Education and Democracy				3	
EDU 220 -Human Growth & Development				3	
EDU 220 Lab - Human Growth & Dev.Lab				0	0
EDU 221 - Education Psychology & Measurement				3	
EDSP 204 – Introduction to Teaching Exceptional Learners				3	
HTH 412 - Drugs and Alcohol				1	
				Total Credits	Total Points
				13	
				Professional Core GPA	

Professional Core GPA
A minimum cumulative GPA of 2.65 with no grade lower than a "C".

SIGNATURES REQUIRED FOR ADMITTANCE TO EDUCATOR PREPARATION PROGRAM

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 Department Chair of ETP to furnish to the Educator Preparation Program 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 Educator Preparation Program and field experience placements. With my signature I agree to the following policies:

1. Grade Point Average and Licensure Requirements
 - a. After admission to the Educator Preparation Program (EPP), if the cumulative GPA falls below a 2.65 the candidate reverts back to provisional admission status.
 - b. No grade lower than a "C" will be allowed in the teaching major, minor, concentration, professional core, or academic foundations content core.
 - c. Candidates must meet MSU-Billings, College of Education, Elementary Content licensure requirements: 2.65 GPA in the General Education Core, take the Praxis II Exam #5018 and Content Exams in all other Teaching Majors and Minors, and receive a passing score on a field based assessment during student teaching.
2. Field Experiences
 - a. Candidates must be fully admitted to EPP 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:
 - a. Full admission to EPP at point of application for student teaching.
 - b. All incompletes must be finished and a grade submitted.
 - c. All GPA requirements must be met the semester prior to student teaching.
 - d. 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.
 - e. The Praxis Subject Assessment exam is required for all teaching majors and minors and should be taken prior to student teaching. A qualifying score is required for licensure eligibility.

Student's Signature

Date

Advisor's Recommendation

I have read, checked the GPA numbers, and evaluated this student's application and I recommend this student for admission to the Educator Preparation Program at Montana State University – Billings.

Education Advisor Signature

Printed Advisor Name

Date

Department Chair's Approval

I approve this student's application for admission to the Educator Preparation Program at Montana State University-Billings.

Education Department Chair

Date

**The Office of Educational Theory and Practice will send candidates official notification
of admission to the Educator Preparation Program.**
