



COLLEGE OF EDUCATION  
 APPLICATION FOR ADMISSION: **EDUCATOR PREPARATION PROGRAM**  
**UNDERGRADUATE** ELEMENTARY OR  
 ELEMENTARY DOUBLE MAJOR

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

Advisor	Candidate's Teaching Major	Candidate's Teaching Minor, or 2 <sup>nd</sup> Teaching Major ( <i>circle one</i> )
	Elementary	

**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> with the application are the most recent copies of <i>unofficial transcripts</i> from <u>ALL</u> universities or colleges attended.	Check Here	Advisor Initials
Overall GPA A minimum cumulative GPA of 2.65		
K-8 Elementary Education Content Core GPA (worksheet page 2) A minimum cumulative GPA of 2.65 with no grade lower than a "C".		
Professional Core GPA (worksheet page 3) 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 student signatures are required for submission.
- 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.
- Elementary junior field experience requires a valid federal background check and **cannot** be taken unless fully admitted 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 tables below. Be aware various courses are pre-requisite to other education program coursework.

## K-8 Elementary Education Content Core Licensure Requirements

Course Identification All content coursework indicated with a ** is required for admission to the Educator Preparation Program <i>All core content is required for final licensure</i>	Equivalent Substitutions  <i>rubric and # or other documentation</i>	Term	Grade	Credits	Content Core Points
<b>English</b>					
<b>WRIT 101 **</b> – <i>College Writing I</i>				3	
<b>Communication</b>					
<b>COMX 111 or 115**</b> - <i>Intro to Public Speaking or Intro to Interpersonal Communication</i>				3	
<b>Math</b>					
<b>M 130 **</b> - <i>Mathematics for Elementary Teachers I</i>				3	
<b>M 131</b> - <i>Mathematics for Elementary Teachers II</i>				3	
<b>Life and Physical Science **</b> <span style="float: right;"><b>**Each science must include one respective lab**</b></span>					
<b>SCIN 101 (Physical Science)</b> - <i>Integrated Sciences I</i>				4	
<b>Lab if needed:</b>					
<b>SCIN 103 (Life Science)</b> - <i>Integrated Sciences II</i>				4	
<b>Lab if needed:</b>					
<b>Social Science and History</b>					
<b>PSCI 210 or 220</b> - <i>Intro to Comparative Government or Intro to American Government</i>				3	
<b>HSTA 101 or 102**</b> – <i>American History I or American History II</i>				3	
<b>Cultural Diversity – Indian Education for All</b>					
<b>NASX 105 or 205**</b> - <i>Intro to Native American Studies or Native Americans in Contemporary Society</i>				3	
<b>Fine Arts and Humanities</b>					
<b>MUSI 101</b> – <i>Enjoyment of Music</i>				3	
<b>ARTZ 102</b> – <i>Fundamentals of Art for Elementary Teachers</i>				2	
<b>Humanities course</b>				3	
<b>Total Elementary Content Core Credits</b>				<b>36</b>	

***Elementary Education Content Core GPA***  
*A minimum cumulative GPA of 2.65 with no grade lower than a “C”.*

<b>Total Credits</b>	<b>Total Points</b>
<i>Minimum of 19** Credits Required for Admission</i>	
<b>Content Core GPA</b>	

Professional Core Requirements		Term	Grade	Credits	Points
<i>All courses required for admission</i>	<i>Course Substitutions: Enter course rubric and #</i>				
<b>EDU 105</b> - Education and Democracy				3	
<b>EDU 220</b> - Human Growth & Development				3	
<b>EDU 220 Lab</b> – Human Growth & Dev. Lab				0	0
<b>EDU 221</b> – Education Psychology & Measurement				3	
<b>EDSP 204</b> – Introduction to Teaching Exceptional Learners				3	
<b>HTH 201</b> – Health Issues for Educators				3	
				<b>Total Credits</b> 15	<b>Total Points</b>
				<b>Professional Core GPA</b>	

**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 Elementary Content Knowledge Subject Assessment 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

Advisor Printed 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.**

---