ADMISSIONS PROCESS

A Lifelong Journey

UND TEACHER EDUCATION PROGRAM

Learning, Teaching, & Leading

Educators as Learners

Focus on the Learner

Educators as Practitioners

Educators as Advocates
ADMISSIONS PROCESS FOR TEACHER EDUCATION
(Material subject to change contact Office of Advisement for up-to-date information)

Formal admission to Teacher Education is required of all students prior to enrollment in the core courses of each program. The admission decision is made in part from information supplied by you. It is strongly recommended that you are well on your way towards completing your Essential Studies before applying to Teacher Education.

You are required to purchase the Field Experience Module of Livetext on-line at https://www.livetext.com/, the approximate cost is $113 as part of the application process. Once admitted into the Teacher Education program you will be assessed a $100 program fee per semester. This Program Fee may be applied at the point of admission, (whether you are enrolled in education courses or not).

Apply for admission to the Teacher Education program only when you have met all the admission requirements. If you have not met all the requirements, your application will not be processed. There will be NO pending applications.

Factors for you to consider when making application to the Teacher Education Program:
- Travel to off-campus locations will be required as part of the program at your expense.
- Full-time, daytime attendance will be required at various times of your program.
- Graduation from the program does not guarantee certification to teach.
- In order to obtain teacher certification/licensure:
  - You will be required to submit to a full background check and FBI fingerprint check. A background check is necessary prior to student teaching.
  - Each state to which you apply for certification/licensure is likely to require a separate background check.
  - Individual school districts may require background checks before you can be placed for field experiences.
  - Misdemeanor or felony convictions, other than minor traffic offenses, may prevent you from obtaining state teaching certification/licensure, even if you successfully complete the program.

Instructions for Applying for Admission to the Teacher Education Program
Applications may be submitted monthly with three exceptions as noted below. All materials required for admission must be included in the application packet in order for your application to be processed.

Application Deadline:
Completed application packets may be submitted according to the following rolling schedule by 4:00 pm on the following dates:

<table>
<thead>
<tr>
<th>Month</th>
<th>Due Date</th>
<th>2014 -2015 Dates</th>
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</thead>
<tbody>
<tr>
<td>October</td>
<td>First Wednesday</td>
<td>October 1, 2014</td>
</tr>
<tr>
<td>November</td>
<td>First Wednesday</td>
<td>November 5, 2014</td>
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<tr>
<td>December</td>
<td>First Wednesday</td>
<td>December 3, 2014</td>
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<td>May</td>
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<td>May 6, 2015</td>
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<tr>
<td>June</td>
<td>First Wednesday</td>
<td>June 3, 2015</td>
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No Admission Processing During the Months of July/Aug./Sept.
Admission to Teacher Education is dependent upon the following factors:

- Cumulative GPA of 2.75 and strength of academic record
- Completion of 30 credits that apply towards graduation
- Completion of the prerequisite course of T&L 250* – Introduction to Education.
- Completion of Successful Professional Dispositions Report (obtained while enrolled in T&L 250 or other field experiences)
  - **Transfer students may meet the Dispositions Report(s) requirement by:**
    - Asking the supervisor from a previous practicum/field experience (30 hours) with young children/adults to complete the UND Teacher Education Disposition form and submit this with your application
    - Or providing evidence, through a transcript review that you have completed practicum/field experience coursework (30 hours) with a grade of B or better or if S/U a grade of S
- Passing PRAXIS I CORE exam scores in the Praxis I Series of tests
  - must meet the UND minimum scores of 150 -Math; 156 - Reading; 160 - Writing.
  - should be taken any time before applying to the program (there are no pre-requisites for taking the test) – it takes 4-6 weeks to obtain the results
- Communication requirement: Cumulative 3.0 GPA (ENGL110, 130(formally ENGL 120 or 125), & COMM 110)
- Available openings in your anticipated area of study

*All coursework including prerequisites are listed on the Education Major Status Sheets available in the Office of Admissions and Advisement located in Education, room 102 and on-line at www.education.und.edu/status-sheets.cfm

**Process:**

1. **Download an application from** [http://education.und.edu/adm-requirements.cfm](http://education.und.edu/adm-requirements.cfm)
2. Complete your application for admission to the Teacher Education Program and submit it with all required supporting documents to the Office of Advising and Admissions, Education, Room 102.
3. Attachments - Attach each of the following to the application form:
   a. **Letter of Introduction** - Teaching is a profession that requires the ability to write clearly and well. The audience for your letter will be your new faculty who teach in the program you hope to enter. The content of your response to the question: “Why do you want to become a teacher?” and your ability to express yourself correctly, clearly and well will be assessed. To aid you in preparing the content of the letter, consider the following topics as you respond to the question above:
      i. Experiences you have had with children that have helped prepare you to become a teacher;
      ii. Experiences with people who have influenced you to choose teaching as a career;
      iii. The “teacher-like” characteristics you exemplify;
      iv. What you might contribute to the lives of children and to the profession of teaching;
      v. Other experiences, understandings or beliefs that will convince the committee members that you are a good candidate for the teaching profession.
   Be sure that your letter is **error free and formatted correctly**. Even a well written letter can be easily spoiled if it is riddled with spelling and grammatical errors. Finally your letter should be double-spaced and approximately two-pages in length
   b. **Purchase of LiveText** - All applicants to the Teacher Education Program must purchase the Student Membership Field Experience Edition of LiveText and provide evidence of purchase prior to admission. The approximate cost is $113 for this required software. To purchase
LiveText go to: https://www.livetext.com/misk5/c1/purchase and select the “Student Membership Field Experience Edition.”

c. **PRAXIS I CORE Scores** - Attach a copy of your score report. See above for minimum scores needed.

d. **Professional Dispositions Report** - Attach copies of all professional disposition reports. A copy of this report may be obtained from the Teacher Education Office Room 102, if a disposition report is on file.

4. Notification of admission decisions takes approximately 30 working/school days.

**Your Admission application packet should include:**

1. Completed application form  
2. Letter of Introduction  
3. Current UND students only: An unofficial transcript (Transfer students – list of your previous college(s) or university(ies) and include an official transcript from each of these schools).

4. PRAXIS I CORE scores – attach a copy of your passing score report.

5. Professional dispositions report

6. Evidence of Live Text Purchase

Admission to Teacher Education is competitive and the numbers admitted each semester may be limited due to resources.

**An Admission Committee will meet to consider:**

- Your academic record  
- Completion of, or in the process of completing, prerequisite coursework – (T&L 250 – Introduction to Education)  
- PRAXIS I CORE passing scores  
- Quality of Application Letter – consider clarity of expression, writing skills, commitment to the teaching profession  
- Professional Dispositions

- Available openings in your anticipated area of study

Notification of admission decisions takes approximately **30** working/school days. Plan an alternative schedule for the next semester registration in the event that you have not been formally accepted into the Teacher Education Program.

**Withdrawal from Teacher Education Program**

If you were formally admitted to the Teacher Education Program and have decided to withdraw from the program you must submit a formal letter of withdrawal to the Office of Advising and Admissions in the College of Education and Human Development. Should you decide to pursue teaching in the future at the University of North Dakota, you will have to contact the Education Advising and Admissions Office to determine whether or not you will need to reapply.

**Please note:** Being accepted into the Teacher Education Program does not automatically guarantee admittance to the TEAM semester of courses (Early Childhood and Elementary Education students need to apply to TEAM separately).

All admitted Teacher Education Majors will have to meet the 30 volunteer hours requirement to be completed before student teaching. (for additional information see V.I.T.A.L. –Volunteers in Teaching and Learning)
Teacher Education Program Retention Policy
In order to successfully move through the Teacher Education Program to completion, you must meet the following requirements:
- Maintain a 2.75 GPA overall
- Maintain a 2.75 in your major
- Maintain a 3.0 GPA in all T&L coursework
- Complete all field experiences with a score of “satisfactory” for all dispositions

V.I.T.A.L. – Volunteers in Teaching and Learning
Volunteers in Teaching and Learning (V.I.T.A.L.) is a program designed to give education majors experiences in a variety of settings and with diverse cultures. Students will be required to submit 30 hours of verified service experience, 15 hours in three required areas and 15 hours in areas of the student’s choice, including prior service experience. These hours must be completed by the time students apply to student teach. Required service areas are: multicultural, school, and adult, poverty, special needs. Additional service areas include: community, religion, and summer activities/events. Students will need complete an online orientation. To receive their V.I.T.A.L. Log to record their hours either pick up the V.I.T.A.L. brochure in Education, Room 102; 777-4128 or via the web at: http://education.und.edu/field-placement/files/docs/vital-brochure.pdf.

Student Teaching Application
Prerequisites for Student Teaching – T&L 487
- Have completed or be enrolled in all major coursework and all education coursework
- Cumulative GPA of 2.75 and a minimum GPA of 2.75 in major coursework
- Successful completion of all field experiences
- Successful completion of Phase 2 Professional Portfolio Review
- Satisfactory removal of all Incompletes
- Recommendation of teacher education faculty and student’s advisor
- PRAXIS II – Subject Area – required before student teaching for middle level and secondary education students and must be completed before graduation for Early Childhood Education and Elementary Education students.

Keys to successful completion of the Teacher Education Program:
- Meet all academic requirements
- Satisfactory performance in field experiences completed prior to student teaching.
- Perform the essential functions of a program to prepare you for a full-time teaching position, with or without reasonable accommodations.
- No illegal drug or alcohol use
- Interact effectively with people
- No convictions of an offense that would authorize or require the superintendent of public instruction to refuse to grant a teaching license.
- Adhering to the UND Code of Student Life, evidence of competence, morality, temperance and kindness on your part.

Hints for passing the PRAXIS I CORE Reading, Writing and Mathematics (Core Academic Skills for Educators) exam
- Study guides are available at http://www.ets.org/praxis/prepare/materials to review tests at a glance (your quick guide to each test, including sample test questions with answers and explanations)
- Check out the GED study guide at your local library to review the math portion, if you need further help understanding the math concepts contact the University Learning Center to request a tutor, or contact the Math department, or ask a friend who is good in math to help you
- The Writing Center located in Merrifield Hall can help you with your writing or reading
- The Student Success Center is available to help you with general test taking strategies help and is also available for free tutoring for the Mathematics Core exam.
THE PRAXIS SERIES
(Professional Assessments for Beginning Teachers)

Three Levels of Assessments:

Praxis I: Core Academic Skills Assessments (CORE) *(Need this one for admission into the program)*
Core Academic Skills Assessments are designed to be taken early in your college career *(by your sophomore year)* to measure your reading, writing, and mathematical skills. Visit the ETS website [www.ets.org/praxis](http://www.ets.org/praxis) for information on test dates and test site locations. (UND offers computer-based testing on campus through Testing Services in McCannel Hall.)

Praxis II: Subject Assessments and PLT – *required before student teaching for all education majors.* *(Visit the ETS website for information such as costs, required scores, duration time etc.)* Your Praxis II scores must be on record in the Field Placement Office before you can begin your student teaching.

Praxis III: Classroom Performance Assessments – see PRAXIS website for more information.

The Praxis I: Core Academic Skills for Educators (CORE) in Reading, Writing, and Mathematics are available as a computer-based exam. The CORE exam measure the same academic skills vital to all teacher candidates. Many states and institutions accept scores based on either format. Advantages of taking these tests in the computer-based format include:

- Year-round testing in many locations
- Over 200 test centers throughout the U.S.
- Immediate viewing of reading and mathematics scores on screen
- Faster score reporting Easier procedure for scheduling an appointment to test

To register for the exam online at [www.ets.org/praxis](http://www.ets.org/praxis).

**How much does it cost to take the tests?**

*Paper-based tests only*

- $50 Registration fee charged once per testing year *(The registration fee in non-refundable.)*
- $40 each Praxis I (CORE) Tests *(you must take the Reading, Writing, and Math tests)* *Computer-based* *(subject to change without notice)*
- Combined tests *(all 3 tests in one session)*--$135
- Individual tests
  - 1 test--$85
  - 2 tests--$125

(See Praxis Series Registration Bulletin for more details or visit the Praxis web site at [www.ets.org/praxis](http://www.ets.org/praxis))

**Test Score Information:**

UND score requirements: Math 150, Reading 156, Writing 160

**Score Reports:**

Praxis will NO longer send you a paper copy of your final scores. You will be able to obtain your scores on line and also request your scores at registration time to be sent to up 3 *(three)* recipients. This should include UND and any other institutions that you may be working with for licensure. You will access your official scores through your personal ETS account. **Please attach a copy of all 3 tests to you Application for Admission. Do not apply without your scores or with scores that do not meet UND requirements.**

The computer based test unofficial scores for Reading and Mathematics will be available for review at the test center, after completion of the individual test; however because of the essay scoring process, you will not be
able to view your Writing score at that time. The official Reading, Mathematics, and Writing scores will be supplied to your score recipients and available for you to view, download, and print online 10-15 days after you take the test.

**Your scores will be online for free for 45 days after taking the tests. After 46 days, your scores will be deactivated and for each score request it will cost $40.00**

**UND Information:**
- Computer delivered tests are administered year-round by appointment and are now available at the UND Test Center in McCannel Hall, Room 200, 701-777-4157 which allows students to take the tests on campus based on weekly dates and computer availability.
- There is limited testing availability as the test center has 7 computers - - Register EARLY!!!

**PRAXIS Computer Test Centers**

**Minnesota**
- **Bemidji - 7543**
  Bemidji State University
  1500 Birchmont Dr. NE
  Sanford Hall 111A
  Bemidji, Minnesota 56601-2699
  (218)755-4368 Or (218) 775-2030

- **Duluth - 0087**
  Prometric Testing Center
  4815 Burning Tree Road
  Suite 204
  Duluth, Minnesota 55811
  (218)722-7252

- **Edina – 0064 & 0065**
  Prometric Testing Center
  7401 Metro Blvd.
  Suite 180
  Edina, Minnesota 55439
  (952)831-1499

- **Minneapolis - 7572**
  University of Minnesota - Minneapolis
  192 Pillsbury Drive, Southeast
  9 Eddy Hall
  Minneapolis, Minnesota 55455
  (612)624-5520

- **Rochester - 5404**
  Prometric Testing Center
  2001 2nd Street SW
  Moga Building
  Suite 145
  Rochester, Minnesota 55902
  (507)292-9713

- **St. Cloud - 7517**
  St. Cloud State University
  720 4th Avenue South
  Atwood Testing Center
  Room A218
  St. Cloud, Minnesota 56301
  (320)308-5456

**North Dakota**
- **Bismarck - 4301**
  Prometric Testing Center
  212 W. Century Ave.
  Century Ave. Park Plaza
  Bismarck, North Dakota 58501
  (701)223-0010

- **Grand Forks - 4302**
  University of North Dakota
  2891 Second Avenue
  McCannel Hall Room 202
  Grand Forks, North Dakota 58202
  (701)777-4157

- **Fargo – 4300**
  Prometric Testing Center
  901 28th Street S
  Fargo, North Dakota 58103
  (701)356-9000

**Manitoba**
- **Winnipeg - 6021**
  Prometric Testing Center
  200 Meadowood Dr.
  Unit 17
  R2M 5G3 Canada
  (204)988-5055

**PRAXIS WEB SITE:**

www.est.org/praxis
### TO-DO CHECKLIST: Teacher Education Requirements

#### To Do PRIOR to Admission:
- Schedule a meeting with an Academic Advisor in the College of Education & Human Development, Office of Advising & Admissions, Suite 102, Education Building, to complete a degree status sheet for your teaching specialty. PRIOR to this meeting, review the form online at [http://education.und.edu/status-sheets.cfm](http://education.und.edu/status-sheets.cfm) so you are prepared for the meeting.
- Enroll in T&L 250 Intro to Teaching AFTER completing 30 credit hours toward graduation (this is typically taken during the Fall of your Sophomore year)
- Schedule a date to take the Praxis Core Academic Skills for Educators Test* (must be done before applying to your Teacher Education program; see “The Praxis Series” info sheet). MINIMUM passing scores are as follows:
  - Math 150
  - Writing 160
  - Reading 156
- Begin V.I.T.A.L. volunteer hours (Volunteers in Teaching and Learning; see brochure)
  - Go to [http://education.und.edu/field-placement/vital.cfm](http://education.und.edu/field-placement/vital.cfm) for VITAL Brochure/Log, Explanation of Volunteer Service, & Guidelines for VITAL Program, and other important information

#### To Do FOR Admission to Teacher Education Program:
- Read & Complete all application materials found at [http://education.und.edu/admission-requirements.cfm](http://education.und.edu/admission-requirements.cfm). Click on “Application for Undergraduate Admission to Teacher Education” then “Teacher Education Application Deadlines”
- Complete 30 credit hours toward graduation
- Have a cumulative GPA of 2.75 or higher
- Have a cumulative GPA of 3.0 in English 110, English 120/125/130, and Communications 110
- Meet UND’s Praxis Core score requirements (Math 150; Writing 160; Reading 156)
- Complete or be enrolled in T&L 250 Intro to Education & obtain a positive disposition report
- Purchase the Field Experience Module of LiveText; attach a copy of receipt to your Teacher Education application

#### To Do PRIOR to Student Teaching:
- Schedule a date to take the PRAXIS II tests during the appropriate window of opportunity (go to [http://www.ets.org/praxis](http://www.ets.org/praxis))
- Complete V.I.T.A.L. hours prior to applying for student teaching
  - See [http://education.und.edu/field-placement/vital.cfm](http://education.und.edu/field-placement/vital.cfm) for VITAL program information

#### To Do TO APPLY for Student Teaching:
- Satisfactorily complete all field experience
- Complete all student teacher application materials
  - Go to [http://education.und.edu/field-placement/student-teaching.cfm](http://education.und.edu/field-placement/student-teaching.cfm) to review student teaching application instructions
- Meet with EHD advisors to calculate GPA, etc. (must have 2.75 GPA in major and cumulative GPA of 3.0 in required education coursework to apply)
- Meet with your T&L program advisor to go over your completed application packet
- Meet with the Director of Field Placement & Student Teaching to ensure all requirements are met for the application (Refer to Student Teaching Handbook found at [http://education.und.edu/field-placement/student-teaching.cfm](http://education.und.edu/field-placement/student-teaching.cfm))
- If graduating during the same semester as your student teaching experience, complete the application for degree at this time:
  - [https://apps.und.edu/graduationonline/](https://apps.und.edu/graduationonline/)
- Complete ND FBI/BCI fingerprint/background check before student teaching
  - *This may take several weeks to complete, so schedule this well in advance; they are valid for 18 months*

#### To Do TO Apply for Licensure:
- Complete license form during your last couple weeks of student teaching. Your recommendation for licensure will be processed after graduation, and will take 1-6 weeks.

Note: This list subject to change due to policy updates. It is strongly recommended that students maintain contact with Teacher Education, Suite 102, to remain up-to-date on changes.