Admission to the Teacher Education Program Questions

Do I need to be admitted to the Teacher Education Program?

All students in the following degrees must be admitted:

- Bachelor of Science in Education
  - Agriculture, Art, Elementary, English, Mid-Level, Math, Health/Physical Education, Instrumental and Vocal Music, Languages, Social Studies, Special Education
- Master of Arts in Teaching
  - Art, Elementary, Mid-Level, Business, Special Education
- Certificate for PreK Academy

When do I begin the admissions process?

I am an undergraduate student.

The admission process begins when you take the Introduction to Education course specific to your degree.

I am an MAT student.

Special Education MAT - SPED 101, the first course of your degree

Elementary Education, Middle Level Education, Business Education, Art Education - CIED 61303, taken within the first 12 hours of your degree

I am a PreK Academy Certificate student.

The admissions process will start in the summer courses.

What are the steps to being admitted?

All admission instructions, information, and requirements can be found HERE.

Who should I contact about an admissions interview?

Each degree may have a slightly different process. Students should contact their program coordinator first.

I completed my interview. Now what?

You need to confirm with the faculty who interviewed you whether they will submit your signature page or if you need to submit it yourself. **The signature page must be completely filled out and signed by the department chair before turning it in to the PEP office.** Incomplete forms will NOT be processed.

Once the signature page is complete and submitted, the PEP office will begin verifying other admission requirements. If anything is missing, the student will receive an email from Ms. Aluanna Millbrook requesting the missing information. Once all requirements are met, the PEP office will proceed to finalize admission.

How long does the admissions process take?

There is no fixed time; it depends solely on how long it takes the PEP office to receive all required documents.

Once all requirements are met and submitted, expect 2-4 weeks to receive formal confirmation of admission.

How do I know I have been admitted?

Students who have met all requirements and correctly submitted all documentation will receive a formal letter of admission via email from the PEP office.

When should I complete the admission process?

The admissions process should be completed as soon as possible after starting. Every degree has specific courses that require admission as a prerequisite for enrollment. It is also required that your background check is less than a year old at the time of admission. Completing the process quickly will avoid needing to redo the background and not being able to enroll in

specific courses.

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