1. Requirements for Admission to the Teacher Education Program
A file is maintained for each Education student applying for admission. The Education faculty will meet to decide whether to admit each candidate. The Director of Clinical Experience will notify each candidate in writing of the decision.

1.1 Completion of CCS 100 or COM 101 (or equivalent) with a grade of C or better. Transfer or non-traditional students must complete COM 101 (or equivalent) with a grade of C or better. Students meeting requirements prior to the 2011-12 Catalog meet this competency through completion of 4 LSP’s with a grade of C or better or COM 101 (or equivalent).

1.2 Completion of English 170 (or equivalent) with a grade of C or better.

1.3 Grades of C or better in all education major or minor courses including transfer education courses.

1.4 Successful completion of state required tests (PPST) in reading, writing, and mathematics. If needed, these tests may be retaken. Original documentation must be provided from ETS.

1.5 150 hours of documented contact time with school-aged children (documentation will be submitted with Phase I Portfolio).

1.6 Successful completion of 40 credits of college work with a minimum GPA of 2.5 (including at least 12 Carroll credits for transfer students).

1.7 Successful completion or concurrent enrollment in EDU 210. Retention in the Teacher Ed. Program is contingent upon successful completion of EDU 210.

1.8 Approval of the Program Plan (found in this handbook) by the student’s Education and major advisor if student is getting his/her degree from Carroll University. Students here for certification only must provide a copy of their Program Worksheet and a copy of their advisor-approved projected Program Plan.

1.9 Successful completion of Phase I Portfolio.

2.0 Completion of the application form and submission to the Education Office by deadline.

*NOTE: Provisional admission is possible, at departmental discretion, for students with grade points between 2.0 and 2.5, or for students who have not successfully passed all parts of the PPST after two unsuccessful attempts. Students who are deficient in both grade point average and PPST scores are not eligible for admission into the Teacher Education Program. The total number of provisional admissions may not exceed 10% of the total number of students admitted in a given academic year. Provisional admissions are governed by PI 34.14 Student Recruitment, Admission, and Retention, Paragraph B, pages 176-4. Students who are applying for provisional admission must submit a formal letter of exception to the Education Program.*
Experience with Learners

Criteria for 150 Hours of Contact with Children
Required for Admission to the Teacher Education Program

Students applying to the Teacher Education Program must complete 150 hours of contact time with children grades PK-12. These hours are in addition to any classroom field experience hours that are required as part of the required course work in the Education major or minor. A minimum of 100 hours of documented experience are required and 50 hours of related experience may be submitted, for a total of 150 hours. Students are encouraged to seek out opportunities to work with diverse learners. Diverse populations are defined broadly to indicate differences from the group with which one identifies. These differences may be in terms of race, ethnicity, ability and socioeconomic status. Experiences with individuals from different cultures provide the kind of background that will enhance students’ knowledge, skills and dispositions as they progress through their educational program.

Use template 1.3 in the Phase One Portfolio directions as verification of your total hours of experience. All hours must have been completed within the past seven years. Examples of each are as follows:

100 hours (minimum) of paid or volunteer experience may be accumulated through participation in facilities such as schools, agencies, centers or organizations. Some possible examples include: instructional assistant, substitute teaching, daycare teacher, classroom volunteer, coaching, camp counselor, after-school tutoring, Sunday school teacher, etc. The documentation should include experience descriptions, dates of involvement, total number of hours, a contact person/persons and a phone number/numbers.

50 hours of related experiences should include descriptions and dates relevant to the role of teacher not associated or attached to an educational facility. Some examples include: Big Brothers/Big Sisters, childcare, job related training, parenting, group leader, etc.

* These hours must have been completed within the past seven years*
### Application for Admission to the Teacher Education Program

**Deadlines:** Application for admission must be submitted to the Education Office by **September 25th** for fall application and **January 25th** for spring application.

A LiveText Portfolio must be submitted to assigned reader by **October 1st** for fall applicants or by **February 1st** for spring applicants.

A file is maintained for each education student applying for admission. Read the attached admission process carefully. Transcripts of all post secondary work and PPST scores will be evaluated. The Education faculty will meet to decide whether to admit each candidate. The Director of Clinical Experience will notify each candidate in writing of the decision.

<table>
<thead>
<tr>
<th>Name</th>
<th>ID#</th>
<th>Date</th>
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**Current Telephone**  
**Permanent Telephone**

**Cell phone**  
**Carroll Email Address**

**Residence Hall**  
**Room #**

**OR**

**University Address**

<table>
<thead>
<tr>
<th>(street)</th>
<th>(city)</th>
<th>(state, zip)</th>
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**Permanent Address**

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<thead>
<tr>
<th>(street)</th>
<th>(city)</th>
<th>(state, zip)</th>
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**Class**

- Sophomore  
- Junior  
- Senior  
- Certification only

**Desired Initial Certification/License Category:**

- (EC-MC / MC-EA / EA-A / EC-A)

**Major:**

**Certifiable Minor:**

**Planned Graduation Date**

**Planned Student Teaching Date**

<table>
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<tr>
<th>(Year)</th>
<th>(Fall or Spring Semester)</th>
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**Do you have a 4 year degree?**

**If yes, what was your major**

**minor:**

Your acceptance and enrollment is conditioned upon a criminal background check deemed favorable by the Education Program as well as other requirements noted in the TEP handbook.