

APPLICATION TO THE TEACHER EDUCATION PROGRAM

(Keep this page for your reference)

A student pursuing a program leading to licensure to teach should seek admission to teacher education during second semester of the sophomore year or the first semester of the junior year. Admission to Teacher Education is a prerequisite for upper division education and methods classes. Admission to Teacher Education should be granted at least one full semester before the student is to be considered for admission to directed teaching.

Requirements to be met for admission to Teacher Education are:

1. Candidates who do not hold a bachelor's degree must have achieved a cumulative 2.75 GPA including a minimum of 36 hours of General Education credit.
2. Candidates who hold a bachelor's degree from a regionally accredited college or university must have achieved a 2.75 GPA on the last 60 hours of college credit.
3. Candidates who do not hold a bachelor's degree must have PPST scores of Math 172, Writing 172, and Reading 173 **OR** have ACT scores of 22 in Math-Total Score, English-Total Score, and Reading-Total Score. If a candidate does not achieve a score of 22 in one of those areas of the ACT, the candidate may meet the requirement in that area by achieving a passing score on the PPST in the corresponding area. (effective 7/1/04)
4. Candidates must have completed the following courses with a grade of "C" or higher: English Composition I and II, Fundamentals of Oral Communication, College Algebra or higher and Elements of Statistics
5. Candidates must have completed the following pre-professional education courses with a grade of "C" or higher: Foundations of Education, Human Growth and Development, Early Field Experience (secondary) and Children's Literature and Professional Practice and Observation (elementary).
6. To complete the Application for Admission to Teacher Education, the candidate must have provided two letters of reference: it is recommended that one letter be from a faculty member in the candidate's department and the other letter be from an individual who has supervised the candidate. The candidate's advisor must have posted satisfactory ratings on the essay, dispositions and content knowledge.

Requirements for Directed Teaching:

Admission to Directed Teaching requires a separate application which may be obtained in the Licensure Office (Rarick Hall 220). Application is to be completed during the semester prior to directed teaching. The deadlines for completion of application are: **September 15** for the following Spring semester and **February 15** for the following Fall semester.

Admission to Directed Teaching requires the following:

1. Admission to Teacher Education.
2. Minimum overall GPA of 2.75 and 2.75 GPA in the teaching field.
3. Satisfactory completion of required coursework.
4. Favorable recommendation from the department in the student's area of teaching.
5. Satisfactory results of answers to Student Background Information Form completed prior to directed teaching.
6. No grade lower than "C" in professional education courses.
7. Submission of all required materials for Checkpoint 2.

Application for Teaching License

Application should be obtained from Rarick Hall 220 and completed during the last semester of a student's program. Licensure requirements are:

1. Completion of an approved teacher education program including General Education Program for Teacher Education and Professional Education requirements.
2. Completion of a baccalaureate degree program with the degree conferred.
3. Approval from the department chair or designated person in the area of teaching.
4. Minimum overall GPA of 2.75 and a 2.75 in the teaching field.
5. Satisfactory results of answers to Student Background Information Form.
6. Meet cutoff score of 161 on the Principles of Learning and Teaching (PLT) test. Registration information is available in Rarick Hall 220.
7. Pass a subject area assessment (content) test for each endorsement area.
8. KBI fingerprint check for criminal history records.

Other Important Information

1. Students need to follow the current "General Education Program for Teacher Education" listing for course selection which will meet licensure requirements.
2. Courses for the professional component of the teacher education program are listed in the catalog.
3. Secondary education students are advised in their departments and should notify their advisors that they intend to complete teaching requirements so that they can be advised accordingly.

Are you pleased with the service and/or information flow you have received from the FHSU Licensure Office? _____ Yes _____ No

Comments:

Application for Admission to Teacher Education - Page 2

FHSU is responsible for recommending to the Kansas State Department of Education individuals who have completed the teacher education program for licensure as a teacher. The College of Education and Technology at Fort Hays State University reserves the right to refuse admission to the teacher education program to any person who has been convicted as a felon or has otherwise committed offenses inappropriate for a teacher. I understand that I am obligated to disclose the below information for the purposes of admission to teacher education, directed teaching and for application for Kansas teacher licensure. I understand that if I fail to disclose information which is requested or if I intentionally report false or inaccurate information, my license may be revoked or denied. I further understand that if I am denied admission to the Fort Hays State University Teacher Education Program, I am entitled to a hearing regarding this decision.

Signature

Date

In addition, the Kansas State Department of Education reserves the right to deny a license to individuals who have been convicted of or pleaded guilty to any act punishable as a felony.



- 6a. Have you ever been convicted of a felony? No _____ Yes _____
If yes, please attach a copy of the court documents regarding conviction.
- 6b. Have you ever been convicted of ANY crime involving theft, drugs, or a child?
No _____ Yes _____ If yes, please attach a copy of the court documents regarding conviction.
- 6c. Have you entered into a criminal diversion agreement after being charged with any offense described in question 6a or 6b? No _____ Yes _____ If yes, please attach a copy of the diversion agreement.
- 6d. Are criminal charges pending against you in any state involving any of the offenses described in question 6a or 6b? No _____ Yes _____ If yes, attach a copy of the court documents regarding your case.
- 6e. Have you had a teacher's or school administrator's certificate denied, suspended or revoked in any state?
No _____ Yes _____ If yes, please circle the action taken: denied, suspended or revoked.
Which state(s)? _____ Attach a copy of the documents regarding the official action taken.
- 6f. Is disciplinary action pending against you in any state regarding a teacher's or administrator's license or certificate? No _____ Yes _____
If yes, please attach a copy of the official documents regarding the action pending against you.
- 6g. Have you ever been terminated, suspended, or otherwise disciplined by a local Board of Education for falsifying or altering student tests or student test scores? No _____ Yes _____
If yes, which district(s)? _____ When? _____
- 6h. Have you ever falsified or altered assessment data, documents, or test score reports required for licensure?
No _____ Yes _____ If yes, what state(s)? _____ When? _____



RECOMMENDATIONS AND PERSONAL STATEMENT

- 7. Arrange to have the attached Recommendation Statement forms sent or faxed (785-628-4447) to the address below. These are to be from two people (*not relatives*) who have first-hand knowledge of your character, academic background, and ability to work with children/adolescents. It is recommended that one letter be from a faculty member in your department and the other letter from an individual who has supervised you.

**Licensure Officer
Fort Hays State University
600 Park Street
Hays, KS 67601-4099**

8. **Reflective essay on being a teacher:** Compose a reflective essay consisting of a minimum of 200 words, not to exceed 400, in which you describe why you want to be a teacher and your personal characteristics (dispositions) in relationship to your understanding of the historical, philosophical, and social foundations of education.

9. **Return this form to:**
(Pages 1, 2, 3 and Number 8 above)

Licensure Officer, Rarick 220
Fort Hays State University
600 Park Street
Hays, KS 67601-4099



Sign below then give the application to your advisor to check your application materials and to fill out a bubble sheet. After advisor signs below and attaches bubble sheet, submit application to the licensure office, Rarick 220. It will be forwarded to your department chair for signature once the application is complete.

**EVALUATION STATEMENT TO
COUNCIL ON PREPARATION OF TEACHERS AND SCHOOL PERSONNEL**

I acknowledge that I have received and understand the information listed in the *Application to the Teacher Education Program* cover sheet and will be responsible for meeting all of the conditions and deadlines for the teacher education program at Fort Hays State University. This is an information sheet subject to change when required by the State Board of Education, Board of Regents, or Council on Preparation of Teachers and School Personnel at FHSU.

STUDENT'S SIGNATURE

DATE



ADVISOR:

This student has applied for admission to teacher education. Please supply the Council with your evaluation which would help in evaluating this person for teaching. After signing, please submit application to the Licensure Office, Rarick 220.

- ____ REFLECTIVE ESSAY (PART OF THIS APPLICATION)
- ____ DISPOSITIONS FOR CHECKPOINT 1 HAVE BEEN ASSESSED ON BUBBLE SHEET AND ATTACHED
- ____ PROGRAM CONTENT KNOWLEDGE ASSESSED ON BUBBLE SHEET

PLEASE CHECK ONE:

- ____ RECOMMEND APPROVAL FOR TEACHER EDUCATION CONTINGENT UPON ALL REQUIREMENTS BEING MET
- ____ DO NOT RECOMMEND FOR TEACHER EDUCATION

COMMENTS: _____

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ADVISOR SIGNATURE

DATE

DEPARTMENT CHAIR SIGNATURE

DATE

RECOMMENDATION STATEMENT

_____ has applied for admission to the Teacher Education program at Fort Hays State University.

Please complete this form based on what you think about the student at this time. In some cases, you may base your evaluation on the absence of any information to the contrary.

Respond to each of the four areas (A-D below) with a 1, 2, 3, 4 or 5 according to these ratings:

1. *I believe that this student is satisfactory to pursue a career in teaching.*
2. *I know of no reason why this student would not be satisfactory to enter a career in teaching.*
3. *I am doubtful that the student is satisfactory to enter a career in teaching.*
4. *I know reasons why the student is unsatisfactory to enter a career in teaching.*
5. *I am not qualified to rate.*

- _____ A. Social Adjustment is defined as interests, abilities, and values that demonstrate that the individual will find a career in teaching satisfying. This satisfaction can rarely be achieved unless the individual is more concerned for others than for himself/herself.
- _____ B. General Character is defined as general demeanor, attitudes, and action worthy of emulation by pupils. The individual's habits of thought, attitudes, and values should be expressed in ways that fall within an acceptable range of human behavior.
- _____ C. Potential for Continuing Development is defined as possession of ability, interests, and self-direction to succeed in college and continuing development as a scholar, as a person, and as a teacher.
- _____ D. Personal Adequacy is defined as probability of becoming able to respond to the intellectual and affective state of pupils and to control and give direction to learning activities.

Additional Comments: _____

Do you recommend this student to a program of teacher preparation? Please check below to indicate your response. If you check "Recommend, but with some reservation" or "Not recommended", please circle the appropriate letter or letters to the right which refer to the items above.

_____	Recommend				
_____	Recommend, but with some reservation--with reference to items	A	B	C	D
_____	Not Recommended--with reference to items	A	B	C	D

Your name: _____ Occupation: _____

What is your relationship to the student? _____

Address: _____

Phone: _____

Signature: _____

Return this form directly to:
Licensure Officer
Fort Hays State University
600 Park Street
Hays, KS 67601-4099

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