

APPLICATION for the  
**Post-Baccalaureate Teacher Certification Program**  
with an *option* to earn a  
Master of Arts in Curriculum and Instruction

This application is for a certification sequence start date of: **SUMMER 2017**  
Submission Deadline: **Tuesday, December 6, 2016 by 5 p.m.**

The purpose of the program is to offer a program leading to teacher certification, in either Secondary or Elementary education, to candidates who have earned a bachelor's degree prior to entry.

*All Professional Education prerequisites must be completed prior to summer 2017 to be eligible for admission to this sequence.*

**In addition to this page, you must also submit the full Phase III application for Post-Baccalaureate students. The application is the remainder of this packet.**

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***This application is for Teacher Certification ONLY.***  
***A separate application will be required, should you wish to pursue a master's degree in Curriculum & Instruction.***

**Full Name** (First, Middle, Last) \_\_\_\_\_

**W#** (UW Student ID Number) \_\_\_\_\_

**Current Local Address** (City, ST, ZIP) \_\_\_\_\_

**Emergency Address** (City, ST, ZIP) \_\_\_\_\_

**Primary Phone** \_\_\_\_\_ **Contact E-mail** \_\_\_\_\_

**Seeking teacher certification in (check one):**

- Elementary Education (K-6)  
 Secondary Education (6-12)      Field: \_\_\_\_\_  
 Art Education (K-12)

**Prior Degree(s)**     B.A.     B.S.     M.A.     M.S.    Other \_\_\_\_\_

Subject(s) \_\_\_\_\_

Institution(s) \_\_\_\_\_

Date(s) Earned \_\_\_\_\_

University of Wyoming  
COLLEGE OF EDUCATION  
Wyoming Teacher Education Program  
FALL 2017 / SPRING 2018

**Post-Baccalaureate Teacher Certification Program**

Phase III Application: *Elementary*

Received by OTE:

DO NOT WRITE IN THIS BOX!

Full Name \_\_\_\_\_ Maiden \_\_\_\_\_

W# \_\_\_\_\_ UW E-mail \_\_\_\_\_ Primary Phone \_\_\_\_\_

I am pursuing the English as a Second Language (ESL) Endorsement  No  Yes

**Notifications regarding your application status and Residency information will be sent to your current address as found in WyoWeb and to your UWYO.EDU e-mail ONLY!**

**Please be sure your address is current and you regularly check your UW e-mail.**

**INSTRUCTIONS:**

- \_\_\_\_\_ Applications **must** be computer printed and **single-sided** (*double sided applications will not be accepted*). Do not staple.
- \_\_\_\_\_ Submit all application materials to the Office of Teacher Education with original signatures. Digital signatures are not accepted.
- \_\_\_\_\_ Deadline: Tuesday, December 6, 2016, 5:00 p.m.

**APPLICATION MATERIALS:**

(available at <http://www.uwyo.edu/ted/forms-apps/index.html> - EXCEPT for transcripts and the Wyoming Substitute Teaching Permit)

- \_\_\_\_\_ Application (pages i-iii)
- \_\_\_\_\_ Teaching Profile (pages 1-4)
- \_\_\_\_\_ Misdemeanor/Felony Addendum (page 5)
- \_\_\_\_\_ Explanation of conviction(s) if applicable
- \_\_\_\_\_ Authorization to Release Information (page 6)
- \_\_\_\_\_ Agreement Form (pages 7-8)
- \_\_\_\_\_ Valid State of Wyoming Substitute Teaching Certificate (**original size including front & back on a single sheet of paper**)
- \_\_\_\_\_ Transcripts (originals or photocopies of official transcripts) from *all* institutions *excluding UW*. Transcripts faxed to the Office of Teacher Education will not be accepted.
- \_\_\_\_\_ Do not staple or 3-hole punch your application materials.

**NOTE:** If you are currently enrolled in courses at one or more colleges or universities, have transcripts sent to the UW Office of Admissions immediately after grades are posted for those courses. If you continue to take courses at another college or university, have your transcripts sent ***at the end of each semester*** to the UW Office of Admissions **AND BRING A PHOTOCOPY OF YOUR OFFICIAL TRANSCRIPTS TO THE OFFICE OF TEACHER EDUCATION.**

**Incomplete applications will be denied admission to Phase III.  
Late, faxed, double-sided, or handwritten applications will not be accepted.**

**SUBMISSION DEADLINE:  
5:00 P.M. TUESDAY, DECEMBER 6, 2016**

## PHASE III PLACEMENT GUIDELINES

Your Residency placement will provide you with the best possible academic experiences as you pursue a teaching career. Our goal is to provide you with a quality classroom experience, in which you will have the opportunity to learn from a master teacher, to try out your own teaching style, and to have professional supervision throughout this process. Your placement will be determined by the UW faculty and school district personnel and the availability of quality mentor teachers in the Partner School Districts. The Office of Teacher Education provides logistical support for the placement process but has no part in the determination of your Residency placement.

The following are guidelines for Phase III placement:

1. Phase III placements will be concentrated in the following Partner School districts: **Albany #1 (Laramie); Campbell County #1 (Gillette/Wright); Fremont #14 (Ethete); Fremont #25 (Riverton); Laramie #1 (Cheyenne); Sheridan #2 (Sheridan); Sweetwater #1 (Rock Springs); Sweetwater #2 (Green River)**; . Every effort will be made to concentrate Phase III placements in these Partner School sites. Under extraordinary circumstances, placements outside these school districts will be considered at the discretion of the Department Head and the Associate Dean of Undergraduate Programs.

2. All field experiences associated with Phase IIIa/b will occur in your assigned Residency placement district. You will complete EDEL 4109, 4309, 4409 (Methods) in the fall semester and EDEL 4500 (Residency) in the spring semester with the same mentor teacher in the same Partner School district.

3. You will not be placed in the same building you attended as a student; in a building where your children are enrolled; in a building where your spouse or other relative is employed; in a building where a relative is attending school; with a cooperating teacher who is a relative. Phase III students will not be placed in a parochial school (United States Court of Appeals, Eighth Circuit 1986, Stark and Sentz, Appellees v. St. Cloud State University Appellant).

4. The Placement Preference Statement is your opportunity to present a detailed rationale for a Phase III placement in a specific Wyoming school district. The statement will be reviewed by College of Education faculty and administration. Submission of a statement **does not guarantee** placement in your preferred school district. Financial hardship will not be considered as an extraordinary circumstance in a *any* placement decision.

5. If you have extenuating circumstances which require a specific placement location, you need to provide documentation, including but not limited to: letters from a physician (in the case of a medical hardship); a commanding officer (in the case of military deployment); proof of home ownership, etc., along with your rationale statement.

***Final placements are determined by the school district in collaboration with the UW Elementary and Early Childhood Education Department.***

Full Name \_\_\_\_\_

W # \_\_\_\_\_

### PLACEMENT PREFERENCE STATEMENT

Once finalized, Residency placements are extremely difficult, if not impossible to change. If a placement change is requested but cannot be made, students may have to delay Methods and Residency until the next Phase III application cycle or to accept the placement initially made for them.

**Denver, CO** - We plan to continue to offer a Denver Public School residency experience for a small number of preservice teachers. If you are interested in participating in this student teaching opportunity, please choose "Denver Public Schools" as one of your preferences, but also identify two other Wyoming sites. As an interested preservice teacher, you may be asked to complete additional application requirements including a letter of interest and/or an interview. Preservice teachers expressing interest in this placement site will be contacted if the option is implemented.

1st Placement Preference \_\_\_\_\_

2nd Placement Preference \_\_\_\_\_

3rd Placement Preference \_\_\_\_\_

By checking this box I am stating that I DO NOT have a specific Residency placement preference, and am willing to be placed in any of the Partner School Districts. *Please sign and date below.*

In a statement that does not exceed space below, provide a detailed rationale for your primary placement preference as chosen above.

*If you have extenuating circumstances which require a specific placement location, you need to provide documentation including, but not limited to: letters from a physician (in the case of medical hardship); a commanding officer (in the case of military deployment); proof of home ownership, etc., along with your rationale statement.*

*If it is necessary to place a student teacher in a non-partner district, the student will be contacted and notified of his/her options.*

Signature: \_\_\_\_\_

Current Date \_\_\_\_\_

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**Teaching Profile**

*The following information will be reviewed  
by UW faculty and school district  
personnel.*

**The purpose of the Teaching Profile is to provide additional information to school districts and College of Education faculty in order to guide the placement process.**

Full Name \_\_\_\_\_ W# \_\_\_\_\_

Current Local Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Primary Phone \_\_\_\_\_ UW E-mail \_\_\_\_\_

Alternative Phone \_\_\_\_\_ Alternate E-mail \_\_\_\_\_

Emergency Contact Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Emergency Phone Number \_\_\_\_\_

**Elementary Grade Preference** Choose one from the following  K-6  K-3  4-6

I am pursuing the Early Childhood (birth - age 8) Endorsement  No  Yes

I am pursuing the English as a Second Language (ESL) Endorsement  No  Yes

**PLEASE ANSWER THE FOLLOWING** *(please attach an additional page if necessary)*

Do you have relative(s) employed by or attending school(s) in a Wyoming school district? \_\_\_\_\_

If yes, name of town(s) \_\_\_\_\_

If yes, name of school(s) \_\_\_\_\_

If yes, list specific name, position & location of individual(s) \_\_\_\_\_

Full Name \_\_\_\_\_

W # \_\_\_\_\_

**Statements of more than 100 words will neither be accepted nor reviewed by the Partner School team.** In a Microsoft Word document you may check the number of words in the statement by highlighting the text; on the Tools menu click 'Word Count'. The computer will provide you with the number of words in your highlighted statement.

*The following information will be reviewed by UW faculty and school district personnel.*

**In a paragraph of 100 words or less, tell us why you are now pursuing a career in education and your specific content area as a professional field of study.**

**In a paragraph of 100 words or less, please describe the kind of school and classroom setting you wish to experience during your residency semester. This is not an opportunity to advocate for a particular placement, but to let us know your wishes in terms of school and classroom setting.**

**In a paragraph of 100 words or less, describe the professional characteristics of the mentor teacher you would like to work with during your residency semester.**

## PHASE III PREREQUISITES

*The following information will be reviewed  
by UW faculty and school district  
personnel.*

*All content and professional education courses must be completed prior to participating in Phase IIIa and Phase IIIb.*

*A minimum UW Total Institution grade point average of 2.75 is required.*

*A minimum 2.5 grade point average is required in the major content area.*

*A grade of at least "C" in all professional education and major content courses; **no C-/D/F/X/I grades or S/U grades are accepted.***

**INSTRUCTIONS:**

List, by semester and year, the fall 2016 and spring 2017 courses you are currently registered for AND your anticipated summer 2017, fall 2017 and spring 2018 courses which will lead to the completion of your program. You must also include the institution at which you are registered for each course or at which you anticipate completing the course.

**Leave the grade column blank as this application form will not allow you to enter grades. The Office of Teacher Education will add grades as courses are completed.**

If no evidence is given that all coursework will be completed prior to Methods, this application may be denied.

Fall 2016

Department & Course #	Course Title	Institution	Grade

Spring 2017

Department & Course #	Course Title	Institution	Grade

Full Name \_\_\_\_\_

W # \_\_\_\_\_

### PHASE III PREREQUISITES, cont.

*The following information will be reviewed  
by UW faculty and school district  
personnel.*

Summer 2017

Department & Course #	Course Title	Institution	Grade

Fall 2017

Department & Course #	Course Title	Institution	Grade

Spring 2018

Department & Course #	Course Title	Institution	Grade



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Misdemeanor/Felony Addendum

*The following information will be reviewed  
by UW faculty and school district  
personnel.*

You must check ONE:     I have             I have NOT    **been convicted of a felony or misdemeanor other than a minor traffic offense.**

*If I am **convicted** of a felony or misdemeanor other than minor traffic offenses **AFTER** signing this form, I will immediately report the offense to the College of Education, Office of Teacher Education, McWhinnie Hall, room 100.*

Applicant Name \_\_\_\_\_

Current Local Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Primary Phone \_\_\_\_\_ UW E-mail \_\_\_\_\_

Original Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

***By my signature I indicate that ALL information regarding misdemeanors and/or felonies is true and accurate.***

**NOTE:** Affirmative responses of a felony or a misdemeanor conviction(s) **must** be fully explained in a separate signed statement.

Indicate:

- Date(s) of offense(s)
- Nature of offense(s), including official title of charge/offense
- Court actions(s)
- Outcome(s)
- Personal assessment [what you have learned from the experience(s)]

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Authorization to Release Information

*The following information will be kept on file in the Office of Teacher Education.*

I, \_\_\_\_\_

do hereby authorize a review of and full disclosure of all records, or any part thereof concerning myself, to the University of Wyoming and its authorized employees and agents.

I agree to complete and sign any additional releases or other forms necessary for further background check as determined by the College of Education.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions and records of convictions for the violations of law, alleged or actual violations of law.

I understand that any information obtained through a background investigation will be considered in determining my suitability for placement in Phase IIIa/b courses. I understand that all materials pertaining to this background investigation become the property of the College of Education and will not be returned to me.

I agree to indemnify and hold harmless the University of Wyoming agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this. I further understand that in the event my application for Phase IIIa/b is disapproved, the sources of confidential information cannot be revealed to me.

*A photocopy of this release will be valid as an original hereof, even though the photocopy does not contain an original of my signature.*

**Please Sign (IN INK):**

Original Signature \_\_\_\_\_ Current Date \_\_\_\_\_

Birth Date \_\_\_\_\_

Current Local Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

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Agreement

*The following information will be kept on file in the Office of Teacher Education.*

Please **INITIAL** each statement **USING INK** on this form to indicate that you have read and understand the statement.

\_\_\_\_\_ I understand that it is my responsibility to submit the Phase IIIa/b completed application by the published deadline date. Incomplete applications will not be processed. Late applications will require special permission to be accepted. A late application may seriously interfere with my progress into the residency semester.

\_\_\_\_\_ I understand that I must submit the Misdemeanor/Felony Addendum indicating whether I have been convicted of a misdemeanor(s) and/or felony/felonies. An affirmative response requires a separate signed and dated statement.

\_\_\_\_\_ If I am convicted of a felony or misdemeanor other than minor traffic offenses AFTER signing this form, I will immediately report the offense to the College of Education, Office of Teacher Education, McWhinnie Hall, room 100.

\_\_\_\_\_ I understand that all field placements are made by participating partnership school districts. I will not pursue my own placement or change in my placement (i.e. grade level, mentor teacher, school, etc.) once finalized. I will neither request nor encourage a third party to intercede on my behalf to secure a field placement. I understand that if I do, my field placement will be jeopardized.

\_\_\_\_\_ I understand that my Phase III placement will not be made in the same building I attended as a student; in a building where my children are enrolled; in a building where my spouse or other relative is employed; in a building where a relative is attending school; with a cooperating teacher who is a relative. Phase III students will not be placed in a parochial school (United States Court of Appeals, Eighth Circuit, 1986, Stark and Sentz, Appellees v. St. Cloud State University, Appellant.)

\_\_\_\_\_ I understand that I must have met **all** prerequisites (according to my major) for Phase III prior to beginning the Phase IIIa semester.

\_\_\_\_\_ I understand the prerequisite grade point average requirements for entry into Phase IIIa/b and that I must meet and maintain a **minimum UW Total Institution grade point average of 2.75** for admission to Phase IIIa/b as well as **minimum major content grade point average of 2.50** for admission to Phase IIIb of the Wyoming Teacher Education Program.

\_\_\_\_\_ I understand that if I enroll in courses at a college or a university other than UW, I will have the official transcript(s) sent to the UW Office of Admissions **immediately** after grades for the course(s) have been posted. I WILL ALSO PROVIDE THE OFFICE OF TEACHER EDUCATION WITH A PHOTOCOPY OF THE OFFICIAL TRANSCRIPT(S) FOR MY PHASE III FILE. I WILL NOT FAX ANY TRANSCRIPTS.

\_\_\_\_\_ I understand that I am responsible for securing living accommodations in the community in which I am placed for Phase III.

\_\_\_\_\_ I certify that I am capable of, and will be available for, any allied activities that may be assigned in the course of my Phase III experience.

\_\_\_\_\_ I understand that taking additional coursework during the Methods semester and employment during Residency is strongly discouraged.

I understand that the contact information available from the UW Office of the Registrar will be used by the Office of Teacher Education for all purposes of contacting me.

I understand that it is my responsibility to submit a signed and dated statement to the Office of Teacher Education if I decide to withdraw from Phase IIIa/b for any reason.

I understand that the Phase IIIa/b application and all supporting documents become the property of the University of Wyoming College of Education and will be shared with the appropriate personnel in the school district(s) providing WTEP placements. This and other relevant information from my student records may be released to designated UW personnel and appropriate school district personnel when deemed necessary and appropriate by the Associate Dean of Undergraduate Programs.

I understand that a low GPA and/or misdemeanor/felony conviction(s) may delay or prevent my placement.

I understand that the department will make reasonable efforts to find a Residency placement, but that final placement decisions are made by the individual school districts.

I understand that it is my responsibility to ensure my Wyoming Substitute Teaching Permit is valid, and to renew it prior to expiration, should it expire before the completion of my Residency (student teaching) semester.

I understand that if my application is denied, and I subsequently meet all of the Phase III eligibility requirements prior to the beginning of fall methods semester, it is my responsibility to submit a College of Education petition form to the Office of Teacher Education requesting the re-activation/rescreening of my application and reconsideration for a possible Residency (student teaching) placement. I understand that there is no guarantee that my petition will be approved and that I can enter Phase IIIa (Methods) and Phase IIIb (Residency) for the current application year.

I understand that submission of the Placement Preference Statement *does not guarantee* placement in my preferred school district and that financial hardship will not be considered as an extraordinary circumstance in *any* placement decision.

I will apply online through the UW Admissions Office (<http://www.uwyo.edu/admissions/graduate/index.html>) for the Graduate Certificate in Teaching Elementary School (CERT TES) for summer semester 2016 within 48 hours of receiving my notification of provisional acceptance to the Post-Baccalaureate teacher certification program.

I understand that my student status will be changed to that of a Graduate Certificate student and I will be charged graduate tuition for all my UW course credits, beginning with the required summer certification courses.

**By my signature I indicate that I have read, understand, and agree to abide by the above statements.**

Original Student Signature \_\_\_\_\_

Current Date \_\_\_\_\_

Student Printed Name \_\_\_\_\_