

APPLICATION for the
Graduate Certificate in Teaching Elementary School 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 2018**
Submission Deadline: **Tuesday, December 12, 2017 by 5 p.m.**

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

All Professional Education prerequisites must be completed prior to summer 2018 to be eligible for admission to this sequence.

In addition to this page, you must also submit the full Phase III application for Graduate Certificate students. The application is the remainder of this packet.

This application is for the Graduate Teaching Certificate Program 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 2018 / SPRING 2019

Graduate Certificate in Teaching Program

Phase III Application: *Elementary*

Received by TPAO:

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 Teacher Preparation and Advising Office with original signatures. Digital signatures are not accepted.
- _____ Deadline: Tuesday, December 12, 2017, 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-ii)
- _____ 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 Teacher Preparation and Advising Office 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 TEACHER PREPARATION AND ADVISING OFFICE.**

**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 12, 2017**

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 school districts. The Teacher Preparation and Advising Office 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. The School of Teacher Education faculty are in the process of identifying a wider range of Residency (student teaching) placement options available for spring 2019. Once these sites have been determined, a link to an online survey will be sent to your University of Wyoming email address. In the survey, you will provide your preferences for placement within the options available.

You will need to complete this Placement Preference form within the specified timeframe in order for your Phase III application to be complete. Without timely completion of this online survey, your application will not move forward in the placement process. If you have extenuating circumstances and wish to be considered for a specific placement site, it will be necessary for you to provide by email any supporting documentation as well.

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).

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

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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 Residency Placement 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 2017 and spring 2018 courses you are currently registered for AND your anticipated summer 2018, fall 2018 and spring 2019 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 Teacher Preparation and Advising Office 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 2017

Department & Course #	Course Title	Institution	Grade

Spring 2018

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 2018

Department & Course #	Course Title	Institution	Grade

Fall 2018

Department & Course #	Course Title	Institution	Grade

Spring 2019

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, Teacher Preparation and Advising Office, 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 Teacher Preparation and
Advising Office.*

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 Teacher Preparation and
 Advising Office.*

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, Teacher Preparation and Advising Office, McWhinnie Hall, room 100.

I understand that all field placements are made by participating 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 TEACHER PREPARATION AND ADVISING OFFICE 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.

Full Name _____

W # _____

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

_____ I understand that it is my responsibility to submit a signed and dated statement to the Teacher Preparation and Advising Office 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 Teacher Preparation and Advising Office 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 2018 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 _____