

ACHIEVING FORMAL ADMISSION to TEACHER EDUCATION at WEST CHESTER UNIVERSITY

What is Formal Admission to Teacher Education?

Formal admission to teacher education is the application process that confirms your intent to pursue teacher certification at West Chester University. *It is not automatic – you must apply!*

What does it entitle you to?

Access to advanced coursework is available **only** to students with formal admission to teacher education. When students achieve formal admission, West Chester University adds the MILESTONE of EDF030 to their academic record. The MILESTONE is a prerequisite to all advanced professional education courses. The MILESTONE (EDF030) is not a course, carries zero credit, and in no way affects your cumulative GPA or tuition charges. It will however appear on your MyWCU to confirm your **Formal Admission to Teacher Education**.

What are the requirements for Formal Admission to Teacher Education?

- You must have earned a minimum of 48 credits at the college-level (100 level or above). The credits may have been earned at West Chester University and/or another institution or institutions.
- You must have earned a minimum cumulative GPA of 2.8 for all courses on your transcript/s.
- You must have achieved a passing score as established by the Pennsylvania Department of Education on the Praxis I tests currently specified by West Chester University for **Formal Admission to Teacher Education**.
- You must have the recommendation of your major department. (Department recommendation may be contingent upon completion of additional and/or more rigorous requirements than the criteria described above.)

When should I apply?

You should apply for **Formal Admission to Teacher Education** as soon as you have met **ALL** of the requirements. Incomplete applications will not be accepted.

What are the steps in the application process?

1. Ensure that you have met the requirements for **Formal Admission to Teacher Education**, including successful completion of the Praxis examinations. Since these examinations test knowledge and skills developed in the general education portion of your program, most students are prepared and encouraged to take them early in the sophomore year.
2. Obtain the application from the Office of the Undergraduate Program Counselor (251 FHG Library), the Office of Teacher Certification (302 Recitation) or your home department office. Complete and sign the application for **Formal Admission to Teacher Education** and attach all of the required documentation:
 - A copy of your unofficial transcript from MyWCU *with your signature at the top of the first page*
 - A copy of the first two (2) pages of your Praxis Series Examinee Score Report displaying results of the tests currently specified by West Chester University for **Formal Admission to Teacher Education**
 - A signed copy of the Community Service Verification Form” if applicable – Early Childhood, Elementary and Special Education majors only
 - Copy(ies) of transcripts from institutions where you earned any transfer credit(s) IF they do not appear on your unofficial transcript OR if you do not yet have a WCU GPA (transfer students only).
3. Meet with your academic advisor or department chairperson to review the application. Your advisor’s signature signifies that you have satisfied your department criteria for **Formal Admission to Teacher Education** and that it recommends you for admission. (Note for Secondary Education Students: You must obtain the signatures of both your academic and professional advisors.)
4. Submit the signed form and attachments to the Undergraduate Program Counselor, 251 FHG Library. The counselor will review your application and give final approval for your **Formal Admission to Teacher Education**. When your application has been approved and processed, the MILESTONE of **Formal Admission to Teacher Education** will appear at the end of your unofficial transcript.