

GRADUATE PA SECONDARY TEACHER CERTIFICATION PROGRAM

Checklist for Completion of Graduate Application

Step 1

Required of all applicants for admission to this program:

- _____ Completed and signed application for admission to graduate study form
- _____ \$30 non-refundable application fee; make check payable to **Clarion University**
- _____ Official transcripts of all undergraduate and graduate work; if you attended Clarion University, you do not need to provide a Clarion transcript
- _____ Three current faculty and/or professional recommendations on the Clarion University recommendation forms. Ask those who will be submitting the Clarion University recommendation forms to document your potential and/or effectiveness in the areas of your teaching ability and/or professional performance.
- _____ An up-to-date resume
- _____ Undergraduate minimum quality-point average (QPA) requirement is 3.0 or above on a 4.0 scale. Admission on a provisional basis may be granted, at the discretion of the faculty committee and graduate dean, if the applicant's QPA is the overall minimum 2.75/4.0 scale.
- _____ Successful telephone interview; interview will be conducted AFTER above application materials have been submitted, processed by the Graduate Admissions Office, and forwarded to the Education Department. On the application for admission form or on your resume, please provide a phone number where you can be reached during the day. You will be contacted by a faculty member in the Education Department for this telephone interview.
- _____ Submit copies of any Praxis test results of exams you may have completed.

Note: Inasmuch as this is an online program, you must have access to a computer system with reliable internet capability.

Step 2

Admission to the certification program:

- Overall QPA of 3.0/4.0 minimum in program coursework is required.
- Pass the Praxis I exam
- Take the Praxis II in content area. Praxis II exams must be passed before the Practicum semester. If the Praxis II is not passed, student is not considered subject matter qualified. (Note: Modern languages candidates must also take the Fundamental Subjects: Content Knowledge Praxis Exam)
- Provide documentation of Pennsylvania Act 33 and Act 34 clearances and FBI clearance
- Verification of a valid health examination and negative Tuberculin test
- Identify two potential school districts for the Practicum placement and provide contact information to Clarion University's Office of Field Services. Provide written documentation of the school district's approval of a teacher practicum to

Clarion University's Office of Field Services a minimum of one semester prior to the practicum semester.

- Two college-level English courses are required, one composition and one literature with a grade of "C" or higher.
- Two college-level mathematics courses are required with grades of "C" or higher.

Step 3

Admission to Practicum:

- Pass the Praxis II exam prior to the Practicum semester. (Note: Modern languages must also pass the Fundamental Subjects: Content Knowledge Praxis Exam). Student teachers must provide verification of required Praxis exams being passed before student teaching.
- Achieve a minimum QPA of 3.0/4.0 in academic coursework in the certification program
- Satisfactory completion of all program coursework
- Removal of any academic, physical, or mental deficiencies noted at any point in the student's program that would prevent candidate from fulfilling the responsibilities of the professional area.
- PA Act 33 and Act 34 Clearances; and FBI Clearance must be current (no more than one year old).

Step 4

To earn Certification:

- Maintain a 3.0/4.0 QPA
- Complete all program requirements including coursework and field work, including a minimum two Satisfactory ratings on the PDE430 Student Teacher
- Complete the application for certification
- Provide verifications of a valid health examination (within one year) and negative tuberculin test (within two years) at the date the application is processed
- Receive recommendation for certification from the Dean, College of Education and Human Services, or current Certification Officer.