



INITIAL TEACHER CERTIFICATION PATHWAY

MTEC's Initial Teacher Certification Program is an innovative, teacher preparation program offered jointly by MTEC and Mount Mary University to recruit and prepare highly qualified candidates to become certified teachers in critical-need areas. It is an on-the-job, accelerated program specifically designed for individuals with a four-year college degree and a commitment to children and learning. Successful candidates gain teaching proficiency through a combination of graduate level courses, performance-based assessments, and the support of a highly qualified mentor.

FREQUENTLY ASKED QUESTIONS

PROGRAM DETAILS

- **When does the program start and when is the application deadline?** *MTEC works to start two cohorts per calendar year. We typically start up a cohort in January and another cohort in late spring/early summer. The application deadline for the next cohort can be found on our home page under "News & Announcements."*
- **What is the cost of the program?** *The program is tuition-based and costs approximately \$15,000. Tuition costs can change from one year to the next.*
- **Is financial aid available?** *Because the MTEC/Mount Mary Alternative Teacher Certification Program is credit-bearing, financial aid is available for most of the tuition amount.*
- **How long does the program take?** *The initial licensure program is a two-phase, 15-18 month program. The duration of Phase 1 is approximately 12 months. Phase 2 lasts between 3-6 months. The length of the program is variable depending on when a candidate passes the capstone performance assessment.*
- **What is required for successful completion of the program which leads to certification?** *Several indicators are required for successful completion of the program that then leads to a teaching certification. They are, but not limited to, the following: satisfactory completion of coursework and maintenance of a minimum cumulative GPA, proficient scores on teacher performance assessments, evidence of content knowledge, passing scores on the Wisconsin Foundations of Reading Test, and passing scores on the Teacher Performance Assessment (edTPA).*
- **Is graduate credit earned? Is there a Master's degree program?** *MTEC's partnership with Mount Mary University allows students to earn 18 graduate credits for the courses they must take. Students may apply these credits to an optional second year master's degree program and complete five additional graduate courses at Mount Mary University to obtain a Masters of Arts in Education (M.A.) degree. The optional Masters program is available to candidates who have received their initial teaching license through MTEC. For more information about the Mount Mary University Master's degree program, contact Deb Dosemagen, Ph.D. at dosemagd@mtmary.edu.*



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- **What information can you provide about courses?** *Courses are held on Tuesday evenings* once per week from 5-9pm at Mount Mary University. The required courses are the following:*
 - Classroom Management
 - Special Education
 - Reading Teaching Methods (or Reading in the Content Areas for secondary content candidates)
 - Math Teaching Methods (or Content Methods for secondary content candidates)
 - Assessment
 - Instructional Strategies
 - Four, half day diversity workshops (part of Instructional Strategies course)

*In the summer semester, courses are held on Tuesday evenings and occasional Thursday evenings.

- **I have taken some of the above courses in past semesters. Can I use the courses I have previously taken in lieu of some of the course required in your program?** *Due to the fact that the MTEC/Mount Mary program is an accelerated program and each course builds upon the previous ones, candidates cannot be exempted from any courses.*
- **Do I get paid while I am in the program?** *Yes. MTEC interns are hired as teacher-of-record by a school or district in need of qualified teachers and earn the equivalent of a beginning teachers' salary in the school and/or district they are working in. While in the MTEC program, candidates are employees of the school or district in which they are working.*
- **What teaching areas can I get certified in?** *The Wisconsin Department of Public Instruction (DPI) has granted MTEC broad certification authority throughout Wisconsin. We can certify in special education, bilingual regular education, and critical shortage high school content areas (mathematics and science).*
- **I would like to get licensed to teach high school math or science. What qualifications do I need to pursue this certification?** *In order to qualify to apply to the program to earn a certification in high school math or science, an individual must have a math or science major or the equivalent of a major. Individuals who have taken extensive math or science college-level coursework who want to see if they qualify for the equivalent of a major are strongly encouraged to submit unofficial transcripts to MTEC for evaluation prior to applying for the program.*



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- **I want to teach high school English [or social studies]. Can MTEC prepare and certify me to teach one of these subjects?**

High school English and social studies are not considered critical shortage fields and therefore, MTEC cannot certify individuals in these areas.

- **What is expected of teaching interns?** *A lot! In addition to attending weekly graduate level classes and completing assignments, MTEC interns are expected to fulfill the responsibilities of “teacher of record.” This means that interns are responsible for planning lessons, teaching lessons, assessing student learning, communicating with families and colleagues, reflecting on their teaching practice, working with mentors and assessors to develop plans for continuous growth, and developing a performance assessment portfolio. Additionally, MTEC interns will need to take and pass certain content knowledge exams, dependent on one’s area of certification.*
- **Are mentors provided?** *Each MTEC intern who is in the initial teaching certification program is assigned a mentor who visits the intern’s classroom on a regular basis to observe and provide feedback on the intern’s knowledge, dispositions, and performances as they relate to the 10 Wisconsin Teaching Standards <http://tepd.dpi.wi.gov/resources/teacher-standards> . Mentors can help interns set goals in relation to the standards and develop the most effective instructional and classroom practices.*
- **Once I finish the application process and if I am accepted into the program, should I quit my current job?** *Acceptance into the program does not necessarily guarantee an immediate teaching placement. We advise accepted applicants to wait to terminate employment until they have received word of a teaching placement and start date.*
- **Can I still work other jobs once I start the program?** *Due to the rigorous work load and coursework load required of interns, MTEC strongly discourages interns from holding other jobs.*
- **I’m ready to apply to the MTEC/Mount Mary Initial Teacher Certification program. How do I get started?** *Start by reading the Application FAQ’s below and downloading and reading through the application requirements packet and the application form itself. Both of these are available on our website www.mteconline.org*



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APPLICATION

- **I am considering becoming a teacher and am interested in applying to your program. How do I know I am qualified to apply?** *All individuals interested in applying to the MTEC/Mount Mary Initial Teacher Certification Program must have a Bachelor's degree from an accredited four-year college or university and must have a cumulative undergraduate GPA of 2.5 or higher.*
- **What does the application process consist of?**
The application process consists of the following phases:



- **When does the program start and when is the application deadline?** *MTEC works to start two cohorts per calendar year. We typically start up a cohort in January and another cohort in late spring/early summer. The application deadline for the next cohort can be found on our home page under "News & Announcements."*
- **My undergraduate GPA is below a 2.5. Is there anything I can do?** *Please contact Gretchen Kroll, MTEC Teacher Certification Director, at 414-375-0168 or email at gkroll@mteconline.org*
- **My Bachelor's degree GPA is below 2.5 but I have a Master's degree with a GPA higher than 2.5. Can I use my Master's degree GPA for application to the program?** *A cumulative Master's degree GPA of 3.0 or higher can be used in lieu of a Bachelor's degree.*



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- **How do I apply?** *The following items need to be completed and submitted as part of the applications process:*
 - application form
 - \$55 non-refundable application fee
 - Evidence of basic skills (Please see “Basic Skills” section of FAQ’s for more information)
 - 2 official degree-bearing undergraduate transcripts (not “issued to student”) from the college/university that granted your degree
 - 1 official transcript from each college/university attended in addition to the institution that granted your degree (e.g. transfer credits, post-Baccalaureate coursework, graduate level coursework, Master’s coursework)
 - 2 letters of recommendation
 - evidence of English proficiency (for non-native speakers of English; please see “English Proficiency” section of FAQ’s for more information)
- **Whom do I contact if I have problems or questions with the application process?**
Please contact our Admissions Coordinator, Juanita Barnes, at 414-375-0156 or jbarnes@mteconline.org.
- **Should I wait until I have all my application documents completed and together before I send them in?** *Not necessarily. Please submit your application documents as they get completed.*
- **Once I submit all my application materials, what happens next?** *Once your application materials are submitted and complete, MTEC will review your application documents and contact you to schedule a phone in-take interview. Based on your application file and interview, MTEC staff will inform you of its decision of whether or not to advance you to the Selection Day phase. Individuals invited to participate in Selection Day will be informed within 2-3 weeks after Selection Day of MTEC’s decision of acceptance into the program.*

[MORE FAQ’S ON THE NEXT PAGE]



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EVIDENCE OF BASIC SKILLS

- **What basic skills am I expected to show evidence of?**

Wisconsin Department of Public Instruction requires all Wisconsin educator preparation programs to determine that their candidates have sufficient basic skills in the areas of reading, writing, and mathematics.

- **How do I demonstrate basic skills in reading, writing, and mathematics?**

Applicants to the MTEC Initial Teacher Certification program can utilize the following options to demonstrate that basic skills have been met.

Option A	<p>Cumulative undergraduate GPA of 2.75 or higher on a 4.0 scale or cumulative Master’s degree GPA of 3.0 or higher on a 4.0 scale.</p> <p>MTEC will verify a sufficient cumulative GPA upon receipt of official transcripts.</p>
<p>Applicants who have a GPA of 2.5-2.749 on a 4.0 scale will need to employ one of the following options as evidence of meeting basic skills requirements.</p>	
Option B	<p>Grade of B or better in a college level (100 level or above) mathematics, English composition, and English literature courses.</p> <p>OR</p> <p>Grade of B or better in 3 AP transfer credits for each of the following: mathematics, English composition, and English literature. In order to use this option, AP credits must appear on a college transcript. It is not sufficient for the individual to have merely taken an AP course.</p> <p>MTEC will verify that an applicant has fulfilled this option upon receipt of official transcripts.</p>
Option C	<p>Passing scores on standardized basic skills test*:</p> <ul style="list-style-type: none"> • Praxis CORE • ACT • SAT • GRE • Praxis I <p>*Applicants have the option to use a combination of subscores from various tests to demonstrate proficiency. For example, if an applicant did not pass the mathematics portion of SAT, but passed the reading and writing portions, he/she could take and pass the Praxis CORE mathematics subtest to demonstrate basic math skills.</p>
Option D	<p>A combination of components from Options B and C for applicants meeting some but not all of criteria outlined in Options B or C.</p>



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- **My cumulative GPA is below 2.75 and Option C is my best option for demonstrating basic skills.**
What information about these standardized tests can you provide me?

Test Name	Use This Option if You...	Passing Scores	Notes
Praxis Core™ Exam www.ets.org	Have been out of college for quite some time (8+ years) and have never taken and passed Praxis I	Reading: 156 Writing: 162 Mathematics: 150	Register to take this exam at www.ets.org Test results for the writing exam take approximately 10-12 days to report out. Therefore, it is advisable to take Praxis CORE well in advance of the application deadline to the MTEC program.
Praxis I® Exam www.ets.org	Passed any of these exams within the last 10 years.	Reading: 175 Writing: 174 Mathematics: 173	This exam is not longer available to take, but applicants who took and posted passing scores within the last 10 years can request that Educational Testing Service (ETS) send an official score report to MTEC.
ACT® www.act.org		Score of 23 with minimum sub scores of 20 on English, 20 on Math, and 20 on Reading	You must request that the testing organization send an official score report directly to Milwaukee Teacher Education Center (MTEC). Institution Code: 7812
ACT® plus Writing www.act.org		Composite score of ≥ 22 and combined English/Writing ≥ 20 .	You must request that the testing organization send an official score report directly to Milwaukee Teacher Education Center (MTEC). Institution Code: 7812
SAT® www.sat.collegeboard.org		Minimum sub scores: 520 on Mathematics 510 on Critical Reading 480 on Writing	You must request that the testing organization send an official score report directly to Milwaukee Teacher Education Center (MTEC). Institution Code: 7017
GRE® www.ets.org		Minimum sub scores of 540 on Quantitative Reasoning, 450 on Verbal Reasoning, and 3 on Analytical Writing	
The GRE® Revised General Test www.ets.org		Minimum sub scores of 145 on Quantitative Reasoning, 150 on Verbal Reasoning, and 3 on Analytical Writing	



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- **I've determined from the chart above that I need to register to take the Praxis CORE test. How do I register?** Please visit the ETS website at www.ets.org for specific CORE information and to schedule to take the test. When registering for CORE, indicate that you would like ETS to forward your scores directly to MTEC. Our institution code is 1478. Applicants are strongly encouraged to access Praxis CORE study materials and to study/prepare thoroughly before taking the test. Study materials are available from the ETS website, Amazon, Barnes & Noble, to name a few.

- **If I don't pass the CORE, what do I do?** You are allowed to re-take the portions of the CORE that you did not pass.

ENGLISH PROFICIENCY

How do I know if I need to demonstrate English proficiency? You need to demonstrate English proficiency if you....

- Are a non-native speaker of English
- OR**
- Received your degree from a college/university outside of the United States

Evidence of proficiency may be met by providing **one** of the following:

Evidence Options	Requirement	Other Information
Degree-bearing transcript from an accredited college/university in the U.S.	MTEC GPA minimum requirement	
Degree-bearing transcript from an overseas institution where instruction was predominantly provided in English.	MTEC GPA minimum requirement	
Test of English as a Foreign Language (TOEFL)*	550—paper version (PBT) 215—computerized test (CBT) 80—internet-based test (IBT)	Information and registration at www.ets.org
Wisconsin English as a Second Language Institute (WESLI)	Level 7 score	http://www.wesli.com/
International English Language Testing System (IELTS)**	6.5 score	www.ielts.org

Mount Mary University minimum score information and additional information for each test can be found at: <http://mtmary.edu/pdfs/admissions/international/esl-requirement.pdf>



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For more information about the program, please contact:

Clarissa Ramos
Teaching & Learning Coordinator
414-555-5555
cramos@mteconline.org

For more information about the application and admissions process or the status of your application file, please contact:

Juanita Barnes
Admissions Coordinator
414-375-0156
jbarnes@mteconline.org