

MTEC Initial Teacher Certification Program Application Requirements

The application requirements below must be met by all candidates seeking an Initial Educator certification through the MTEC/Mount Mary program. All application materials should be forward to the following address.

Milwaukee Teacher Education Center
6737 W. Washington St., Suite #1420
West Allis, WI 53214
Attention: Juanita Barnes, Admissions Coordinator

Pre-Application Requirements

The MTEC/Mount Mary Initial Teacher Certification program is a post-Baccalaureate program. In order to qualify for application to the program, interested applicants must fit **one** of the following descriptions:

- An individual with a conferred Bachelor's degree from a regionally accredited institution of higher education **and** a cumulative undergraduate GPA of 2.5 or higher.
OR
- An individual with a conferred Master's degree from a regionally accredited institution of higher education **and** a cumulative graduate GPA of 3.0 or higher.

Application Requirements

1. **MTEC Application**
Complete and submit the MTEC application. Applicants from areas outside the United States must have a valid work authorization card.
2. **Application Processing Fee**
Non-refundable \$55 processing fee check or money order made payable to MTEC or credit card payable in person or on-line at www.mteconline.org
3. **Evidence of Basic Skills**
Per Wisconsin DPI requirements, all educator preparation programs are required to verify that accepted candidates to initial certification programs have meet basic skills in reading, writing and mathematics. Various options exist for meeting the basic skills requirement. Please refer to the "Basic Skills Requirement" chart on page 3 of this document to determine which option is best for you.
4. **Two (2) Letters of Recommendation** (formatting criteria is on page 6 of this document)

Application Requirements (cont'd)

5. **Transcripts***

All transcripts must verify the coursework and state the date the Bachelor's (or Master's) degree was conferred. Transcripts marked as "issued to student" will not be accepted. Transcripts must be forwarded directly from the college/university to the MTEC office. All applicants must be graduates of a regionally accredited four-year institution. An undergraduate GPA of 2.5 or higher is required for admission to the program.

The following transcripts must be received as part of the application package:

- Two (2) Degree-bearing official sealed transcripts from the college/university where the Bachelor's degree was conferred

PLUS

- One (1) official sealed transcript from each institution of higher education attended (e.g. transfer credits, post-Baccalaureate coursework, graduate level coursework, Master's degree, etc.).

If the applicant received a degree from an institution outside of the United States, at least one official transcript from the college/university must be submitted. All transcripts earned at colleges/universities outside of the United States must be evaluated by:

Educational Credential Evaluators, Inc.
P.O. Box 92970
Milwaukee, WI 53202-0970
(414) 289-3400 Fax (414) 289-3411

6. **Evidence of English proficiency (non-native English speakers)**

This is a requirement for applicants who are non-native English speakers or applicants who received their degree at an institution outside the United States. Please refer to the "English Proficiency Test" chart on page 5 of this document to determine your options for demonstrating English proficiency.

Evidence of Basic Skills

Applicants to the MTEC Initial Teacher Certification program can use one of the following options to provide evidence of basic skills as part of the application process.

Option A	<p>Cumulative undergraduate GPA of 2.75 or higher on a four-point scale or cumulative Master's degree GPA of 3.0 or higher on a four-point 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 or 2.75 or higher on the last 60 credits 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 <u>transfer credits</u> 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*. See page 4 of this document for detailed information regarding these exams.</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 and C. Applicants who need Option D are encouraged to contact the MTEC Teaching & Learning Liaison for advising with this option.</p>

Basic Skills Test Chart

Applicants who are choosing Option C or D to demonstrate evidence of basic skills should refer to this chart for help in determining which test to use for application to the program and how to register or request a test report to be sent.

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 Have results sent to MTEC (institution code 1478). 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 (institution code 1478).
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	

English Proficiency Exam

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 Have results sent to Milwaukee Teacher Education Center (institution code: B697).
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>

Format for Letters of Recommendation

The recommender should be a **professional or academic** reference. Recommendations from friends or family are not acceptable. At least one professional letter submitted on your behalf must speak to your experience working with children. If you have no prior experience working with children in a professional capacity, then a letter that describes your ability to function in an educational setting will suffice (e.g. a letter from a former college professor or instructor).

The recommender should indicate:

1. Length of time he/she has known the candidate and his/her relationship to the applicant.
2. The capacity in which he/she has known the candidate.
3. Comments about the candidate's personality dispositions, professionalism, current or future potential as a teacher.
4. Letters of recommendation must be on **official letterhead**.
5. Letters must be dated within the previous 6 months and include date, recommender's name, title, and **signature**.

Failure to follow the guidelines for the letters of recommendation may result in their rejection.

It is recommended that you make copies of the letters of recommendation prior to submitting them to MTEC.