

## **Add-On/Extend Certification Program**

The Milwaukee Teacher Education Center's (MTEC) Add-On/Extend Certification Program is for teachers who are certified in regular or special education and want to add on to or extend their current certification.

### **Application Requirements**

1. Complete and submit the MTEC application for certified teachers.
2. 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](http://www.mteconline.org)
3. One (1) Degree-bearing official sealed transcript from the college/university attended. The transcript must verify the coursework and state the date the bachelor's **or** master's degree was conferred. All applicants must be graduates of an regionally accredited four-year institution.
4. Two (2) Letters of Recommendation (Please review requirements below)

### **Requirements for Letters of Recommendation:**

1. The recommender should be a professional reference.
2. Letters must be dated within the previous 6 months, include the recommender's name, title, and **signature** and his/her relationship to the applicant.
3. Letters must be on **official letterhead**.
4. It is recommended that you make copies of the letters of recommendation prior to submitting them to MTEC.

### **All application materials should be forwarded to the address below:**

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

We will review all your application materials and contact you to schedule an admissions interview.

### **Please Read**

The following tests must be taken and passed before applying for your new license.

1. **Praxis II Assessment** - The Wisconsin Department of Public Instruction requires that to add/extend a certification, teachers must obtain a passing score on the appropriate Praxis II. The applicant must provide the Praxis test score report to MTEC. When taking the Praxis II please have scores forwarded to MTEC, using institutional code **1478**.
2. Wisconsin Foundations of Reading Test (FORT) - To be taken during the MTEC coursework.